Regular Meeting of the
Members Council on Library Services (MCLS)

Agenda

Wednesday, December 3, 2014 – 1:00 p.m. to 5:00 p.m. EST
Thursday, December 4, 2014 – 8:30 a.m. to 12:00 p.m. EST

New College of Florida | Sudakoff Conference Center | Pei Campus
5845 General Dougher Place | Sarasota, Florida 34243

Wednesday, December 3, 2014

1:00 – 1:02  Call to Order  Janice Henderson

1:02 – 1:05  1. Public Comment

1:05 – 3:00  2. Next-Gen ILS
              A. Task Force Update  Jean Phillips, Anne Prestamo, Ellen Bishop
              B. Confirm Evaluation Team Makeup  Janice Henderson

3:00 – 3:30  Break

3:30 – 5:00  3. 2016 E-Resources
              A. CMESC Report and Impact Statements  Shelly Schmucker, Claire Dygert, Scott Schmucker
              B. Discussion and Vote  Janice Henderson
              C. Discuss Draft Statement to Board of Governors (BOG) on Impact of Additional Institutions  Janice Henderson

5:00  Adjournment  Janice Henderson

Thursday, December 4, 2014

8:00 – 8:30  Continental Breakfast

8:30 – 8:35  Call to Order  Janice Henderson

8:35 – 9:05  4. Reports from FLVC Standing Committees and Task Forces
              A. Collection Management and E-Resources  Valerie Boulos, Shelly Schmucker
              B. Digital Initiatives  Katie McCormick, Melissa VandeBurgt
              C. Resource Sharing  Kristine Shrauger
              D. Technical Services  Sarah Norris
              E. User Interfaces  Carla Clark

9:05 – 10:00  5. FLVC Executive Director’s Update
              A. Organizational Update  Don Muccino
              B. Transition Update  Don Muccino, Pam Northrup
              C. Questions and Answers
10:00 – 10:15   Break

10:15 – 10:45  6. MCLS Processes and Procedures  Janice Henderson
               A. MCLS Role Moving Forward

10:45 – 11:15  7. FLVC Library Services Director Update
               A. Library-Specific Projects  Lucy Harrison
               B. Digital Services Update  Lydia Motyka

11:15 – 11:35  8. Members Council on Distance Learning (MCDLSS) Update  Don Muccino
               A. Joint MCLS and MCDLSS Meeting  Janice Henderson
               B. E-Textbook Task Force  Don Muccino

               A. FLVC Support for Library and OER Resources in the Classroom  Claire Dygert
               B. Future Meeting Dates and Locations  Janice Henderson

11:50 – 12:00  10. General Information Session (If Needed)  Janice Henderson

12:00   Adjournment  Janice Henderson

Thank you for leaving your nametag and tent card for future use.
COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 3-4, 2014

CO-CHAIRS: Valerie Boulos and Shelly Schmucker

CURRENT ACTIVITIES:

During this quarter, the FLVC Collections Management and E-Resources Standing Committee (CMESC) held six full committee meetings via Elluminate. In addition the committee met as system subgroups to discuss system specific databases for the 2015 and 2016 state collections. The Co-Chairs also attended the Quarterly Meeting of the MCLS on September 3-4, 2014.

2015 Statewide Collection

On October 17, 2014, the CMESC submitted to the Members Council the Recommendation on Cuts to the 2015 Statewide Collections of Electronic Resources report. This report addressed the $92,217 projected shortage to renew all currently licensed products in the statewide collection by recommending cutting six specific databases. This report was amended on October 23, 2014, after FLVC, in consultation with UWF, agreed to contribute $40,500 toward the shortage determined to be a direct result of adding Florida Polytechnic University to the state license. The amendment removed two databases from the recommended cut list leaving RDS Contemporary Women’s Issues (Gale) and Physical Education Index (Proquest) recommended for cut from the SUS statewide collection and Oxford Reference Online Premium (Oxford) and PDR3D recommended for cut from the FCS statewide collection. These cuts were unanimously approved at the October 27, 2014, Members Council meeting.

2016 Statewide Collection

At the September 3-4, 2014, Members Council meeting the Council was presented with the FLVC report Impact of Various E-resource Budget Expenditure Scenarios. This report was used to brainstorm how various levels of a shared collection might impact state e-resource collections. The Members Council charged the CMESC with pursuing an e-resources collection scenario that includes an EBSCO “bundle” of databases for an approximate 60% total spend of the FLVC e-resources budget. The remaining 40% would then be split between systems for system specific e-resources. The CMESC is currently working on a report, to be presented before the December Members Council meeting, that will include a recommended scenario of shared and system specific resources. Working closely with FLVC staff we are also working to develop impact statements, based on projected pricing estimates, on how much e-resources cut from the statewide license might cost locally, as well as how much will be saved locally with the new statewide EBSCO package.
Next-Gen ILS Requirements Draft Survey

At the request of the Next-Gen ILS Requirements Task Force the CMESC reviewed the Requirements Draft and responded that the task force had done a thorough job investigating all of the possible benefits and pitfalls of a new ILS, and we have no recommendations for the Requirements document.

E-books

The CMESC is researching how a shared e-book collection might benefit the state colleges and universities. In addition to a cost savings from shared licensing, committee members, working with FLVC staff, are analyzing UBorrow reports to determine if a shared e-book collection might have a positive impact on Interlibrary Loan staff time.

Statistics

The implementation of discovery search has changed the way we collect and analyze database usage statistics. Searches or connections are no longer useful measurement of a product’s total value. Instead, committee members are looking at other measures such as full-text accessions, record views, multimedia accessions, smartlinking, and other statistics as they are made available by the vendors. COUNTER continues to play a large role in statistics, though compliance varies among vendors. Lack of COUNTER compliance along with other inconsistencies between vendors has made it difficult to compare database value based on usage. The CMESC is exploring this issue with FLVC staff with the goal of creating a usage report that includes the most complete picture of comparable usage data.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting December 3-4, 2014

CO-CHAIRS: Katie McCormick and Melissa VandeBurgt

CURRENT ACTIVITIES: This report reflects DISC activity from September 2014 through November 2014. The group met 3 times by conference call to:

- Discuss statewide collaboration on digital initiatives and services, to share research and to coordinate activities.

- Communicate information from the FLVC Members Council and Executive Committee meetings:
  - Provided update from the 9/3/14 FLVC MCLS meeting - Shared the DISC quarterly report.

- Discuss issues related to centralized services: common digital library system and companion tools; Florida Digital Archive (FDA); DigiTool/PALMM; Archon; Florida OJS/Open Journal Systems (OJS); metadata standards; digital items and collections discovery in MANGO
  - Discussed issues related to migration of PALMM materials out of DigiTool, particularly what would happen to institutional PALMM materials currently hosted in DigiTool if an institution was not working in FL-Islandora. DISC agreed that nonpublic sites would be created in FL-Islandora for those institutions that wanted to keep objects in PALMM but not use FL-Islandora as their public interface.
  - Discussed formation of Finding Aids/EAD working group, made up of volunteers from college and university Special Collections professionals and DISC members. This group will provide input and feedback on Archon, the possible eventual move to ArchivesSpace, and finding aids in FL-Islandora and Archives Florida. DISC will formally convene the group by January 2015.

ISG update:
- The Islandora Subgroup participated in the following highlighted FL-Islandora activities during this period:
  - Florida Gulf Coast University’s FL-Islandora site was released to the public (http://fgcu.digital.flvc.org)
  - Three new FL-Islandora sites have been created: Lake-Sumter State College, State College of Florida, Manatee-Sarasota, Florida International University (non-public site for shared PALMM materials migrating from DigiTool).
  - The Serials module has gone into production, and migration of serials from DigiTool is underway.
  - Migration of PALMM collections from DigiTool is underway.
  - The offline batch ingest function, allowing users to deposit Islandora packages via FTP for loading in the background, has gone into production.
A new web service that transforms Excel files into MODS XML files ready to load into Islandora is being tested. This will allow users to catalog their digital objects in an Excel spreadsheet and will make descriptive metadata creation and loading into Islandora easier.

Other FLVC Digital Services updates:

- The Florida Digital Archive archived 14,497 packages/3,048,796 files/12.5 TB during this quarter, for a total of 432,106 packages consisting of 54,767,572 files and 177.5 TB in the repository. In addition, 156 packages/4,738 were disseminated via the new self-service dissemination function.
- The ETD hosting service added 229 ETDs.
- Two new journals were added to the FLVC-hosted OJS/Florida OJ service by the University of Florida.
RESOURCES SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 3-4, 2014

CHAIR: Kristine Shrauger

CURRENT ACTIVITIES:

The committee spent three meetings discussing the Next-Gen ILS report and made some comments and suggestions for the Next-Gen ILS Task Force. The RS committee feels that the Next-Gen ILS Task Force has a comprehensive list of requirements that are needed for Circulation and Interlibrary Loan.

The committee has been discussing UCF’s new Special Borrower’s Card policies, which have implications on UCF’s regional campuses, community, and alumni. The notice is as follows:

<table>
<thead>
<tr>
<th>Special Borrowers Cards</th>
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<tbody>
<tr>
<td>Various special borrower library cards are available for John C. Hitt Library patrons and are listed below. To be issued any special borrower card, patrons must be present, as a minimum, a government-issued photo ID card, proof of Florida residency, and their Social Security Card (or a reasonable facsimile). Non U.S residents may substitute a passport or U.S. Visa in lieu of a Social Security Card. <a href="http://library.ucf.edu/Circulation/Privileges/NonUCFprivileges.php">http://library.ucf.edu/Circulation/Privileges/NonUCFprivileges.php</a></td>
</tr>
</tbody>
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The committee is trying to understand why the policy was put into place and how it affects the reciprocal borrowing agreement that was already in place. More information is being gathered and the discussion will continue.

The committee has begun reviewing the UBorrow policies, which were created by the CSUL group in 2010. What policies and procedures need to be changed, altered, amended now that we are a 40 institution organization.

It was also brought to the attention of the group that there is no mention of the UBorrow service on the following website: [https://www.flvc.org/library-services](https://www.flvc.org/library-services). The committee would like to see some sort of UBorrow presence on the site.

Action items:

1. The committee would like to request that FLVC add/change the following information on the current FLVC Library Services website.
Search Florida’s College and University Libraries
Use this handy tool to search for books and other materials held by public college and university libraries throughout Florida. You don't have to be a currently-enrolled college or university student to use this search tool; however, to access certain library services and resources you must be currently registered at your library. Once registered, you can use the UBorrow service to request that items from other libraries be delivered to your library, for your use. There may be certain limits or restrictions on this service. Check with your library for details.

2. The committee would like to strongly encourage FLVC as they migrate the webpages to represent the new organization structure, FALSC, to create a presence of UBorrow on the Library Services page. This could include a link to a definition and FAQ page.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 3-4, 2014

CO-CHAIRS: Sarah Norris and Cindy Campbell

CURRENT ACTIVITIES:

- Discussed Next-Gen ILS concerns related to Technical Services and submitted feedback related to the Requirements Document.
- Took initial steps to form a task force or working group (facilitated by FLVC) to review Mango format definitions.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 3-4, 2014

CHAIR: Carla M. Clark

CURRENT ACTIVITIES:

The committee met virtually on September 8, 2014, October 9, 2014, and November 13, 2014.

The following activities took place this quarter:

- Recommended to the Technical Services Standing Committee that the 264 field be customized locally, so that institutions may elect whether or not to show “published” in the brief record. This recommendation was based on the SB-RDA Task Group Report. The UISC believes that patrons are often confused by the “published” information and wrongly believe that this date indicates library holdings.

- Examined the wording of electronic books in Aleph, Mango, and Primo. In various places, it is worded eBook, ebook, or e-book. After a vote, the UISC committee recommended using eBook.

- Gathered input on the Next-Gen ILS Requirements Survey, and a response to the survey was submitted from the UISC.

- Examined upgrade options in Primo version 4.8.2:
  - Voted to keep Virtual Browse for Books (and audio visual where assigned a call number) but not include eBooks or periodicals.
  - Voted to remove citation feature in Primo and review again later when issues are resolved.

- Explored redesign options for the statewide discovery interface (discover.flvc.org), specifically the way a user can select their institution. This activity is ongoing. The UISC will evaluate mock-ups during the next quarter and make recommendations.
Regular Meeting of the
Members Council on Library Services (MCLS)

Minutes

Wednesday, December 3, 2014 – 1:00 p.m. to 5:00 p.m. ET
Thursday, December 4, 2014 – 8:30 a.m. to 12:00 noon ET

Members Present
Barry Baker (UCF), LisaMarie Bartusik (PSC), Cecilia Botero (UF), Ray Calvert (Pasco-Hernando, virtual), Mercedes Clement (DSC, virtual), Elizabeth Curry (UNF), Pat DeSalvo (SSC, virtual), Brian Doherty (NCF), Erick Dominicis (MDC), Lori Driscoll (GCSC), Robert Dugan (UWF), Tracy Elliott (SCFMS), Denise English (LSSC), Teresa Faust (CCF, representing Rayanne Giddis), Bill Foege (PSC), Rebecca Frank (SFC, representing Joe Leopold), Bill Garrison (USF), Janice Henderson (NFSC), Kay Hogan (NFCC), Renee Hopkins (CC, virtual), Brian Kelley (PBSC, virtual), Lori Kelly (FKCC, virtual), Tom Messner (FSCJ), Kathleen Miller (FGCU), Kathryn Miller (POLY, virtual), Katy Miller (VC), William Miller (FAU), Alice Murillo (BC), Lena Phelps (South Florida, virtual), Anne Prestamo (FIU), Patricia Profeta (IRSC), Deborah Robinson (TCC), Judith Russell (UF), William Shuluk (FSWSC), Ruth Smith (VC), Mem Stahley (EFSC), Myra Sterrett (SFC), Faye Watkins (FAMU), Christina Will (SJRSC), and Julia Zimmerman (FSU).


FLVC Staff: Ellen Bishop, Claire Dygert, Tammy Elliott, Lucy Harrison, Lydia Motyka, Don Muccino, Scott Schmucker, Ashley Thimmes, Dave Whisenant, and Shawn Wilson.

Call to Order
Chair Henderson called the meeting to order at 1:00 p.m.

Public Comment
There were no public comments.

Next-Gen ILS (NGILS)
Task Force Update
Phillips reported that 30 institutions responded to the Next-Gen ILS Requirements Survey requesting feedback on requirements for a new system and since then, those requirements—about 300 of them—have been revised based on this feedback. The subgroups continue to work on the criteria, which the team characterizes as statements in support of the requirements, to address what information the vendor needs to give in their responses. The Next-Gen ILS Evaluation Team will have the information as they evaluate the submissions from the ITN. The task force plans to finalize the document at their last scheduled meeting on December 12. With this, the task force has completed its work. The council thanked the committee for their efforts.

Confirm Evaluation Team Makeup
The council moved to accept the membership of the Next-Gen ILS Evaluation Task Force. The membership consists of the following: Jean Phillips (Florida State University), Wendy Dover (Gulf Coast State College), Parker Fruehan (Florida Gulf Coast University), Jenna Miller (Santa Fe College), Kristine Shrauger (University of Central Florida), Ellen Bishop (FLVC), Cecilia Botero (University of Florida Health Science Center Libraries), Barbara Hilderbrand (Seminole State College), Valerie Boulos (Florida State University), and Julia Zimmerman (Florida State University).
International University), Pat Profeta (Indian River State College), and Judy Russell (University of Florida). The evaluators will score the vendor responses, and must be present at every meeting (whether virtual or in-person). Each member will score the vendors individually; then, as a group, they will consolidate those scores to determine which vendors are invited to provide demos. The evaluators cannot talk to each other on matters concerning the ITN outside of their noticed meetings and can have no contact with the vendors once the ITN has been released.

Also involved in this evaluation process are the reviewers. The reviewers have been limited to 40 (one from each institution) plus FLVC staff, and will have to be identified within the next two weeks. Henderson noted that she would probably send an email to council members asking them to name a reviewer or reviewers for their institution. The Executive Committee will then review that list to ensure there is proper representation, and then approve it. Reviewers will also serve as a resource that the evaluators can turn to for additional information. Reviewers are not required to attend the meetings, but are encouraged to do so.

Both evaluators and reviewers will both have to sign non-disclosure statements because of the proprietary information to be provided by vendors. If an evaluator misses a meeting, they will have to drop back to reviewer status and will not be replaced. The list of evaluators will go out with the ITN and cannot be added to. Additional information on the process will have to be clarified with the UWF Procurement Office. Once the demos are over, the evaluators will decide who meets the criteria well enough for the Next-Gen ILS Negotiation Team to negotiate with for a system. The membership of this team has not yet been determined.

Motion: Zimmerman moved to accept the slate of evaluators. Profeta seconded the motion. Motion approved.

Legislative Update
Muccino reported that he and Janice Gilley (UWF Government Relations, and FLVC’s liaison to the Legislature) are working on the legislative budget requests (LBRs) for this year and are including information for e-resources. He also noted that FLVC staff are providing worst-case impact statements for e-resources to distribute to council members so they are able to address any potential shortfalls in their institutional budgets at an earlier stage in the process. In addition, Muccino reported that there have been ongoing discussions about the language that produced the all-for-all scenario for e-resources last year, and that FLVC and Gilley are trying to get a sense of how strongly committed the Legislature is to continuing that scenario.

2016 E-Resources
Collection Management and E-Resources Standing Committee (CMESC) Report and Impact Statements
Shelly Schmucker, Co-Chair of the CMESC, presented this report, which had been requested by the MCLS. At the September MCLS meeting, the CMESC had been tasked by the council to flesh out a 60/40 e-resources scenario in which the Florida College System (FCS) and the State University System (SUS) would share 60% of the resources, and then the remainder would be divided between the two systems to spend as they choose. Schmucker presented the committee’s findings, and distributed USB drives with the information. Discussion followed. Council members were encouraged to use the information as a baseline for help as they are doing their budgets for the next fiscal year.

Motion: Profeta motioned to accept the report without the recommendations at this time. Russell added an amendment to thank the committee for their work. The motion was restated by Robinson to state the council accepts the report for informational purposes and we thank the committee for their hard work. Profeta withdrew her initial motion. Russell seconded the motion. Motion approved.
Discuss Draft Statement to Board of Governors (BOG) on Impact of Additional Institutions
The council discussed drafting a statement to the BOG regarding the financial impacts of adding a new institution into the FLVC fold. Council members felt strongly that the startup costs of adding additional institutions should not have an impact on the existing institutions’ ability to license resources. This year, when Florida Polytechnic was added, FLVC was able to absorb those costs, but the council would like to prevent that from happening in the future. The council would like to inform the BOG and the legislators so they know that whether it happens frequently or not, each time an institution is added there is an impact and therefore a planning piece needs to be in place and accounted for. They also need to be aware that from the vendors’ perspective, new institutions cannot simply be plugged in without additional financial impact.

Henderson will draft a letter on behalf of the MCLS. It will not be in the form of a formal resolution, but will inform Dr. Pam Northrup—Associate Provost and Academic Innovation Executive Director at the UWF Innovation Institute—and her provost that they would like guidance with this issue in the future. She will present it to the Executive Committee for their feedback before she sends it and will then share it with the members via the MCLS listserv, of which Northrup is also a member.

MCLS Processes and Procedures
MCLS Role Moving Forward
The council discussed their new role once FLVC transitions to UWF. Going forward, the MCLS will be a fact-finding group (information and advisory) to FLVC and will have no decision-making or recommendation responsibilities; those will reside with UWF. In addition, in its new iteration FLVC will not have to operate under Sunshine Laws. Discussion followed. With the changes ahead for FLVC, the council will need to review their bylaws and make changes to them as needed. For now, however, the membership structure and processes will remain the same for both the MCLS and the Members Council on Distance Learning and Student Services (MCDLSS).

During this discussion, council members had some questions regarding UWF’s methods of communication about the transition. Harrison made note of the questions (shown below) to share with Northrup (UWF) as part of the following day’s discussion.

1. What decision making body replaces the current FLVC Board of Directors?
2. Who gets to make decisions? (e.g., who has some say/no say; who is the final decision maker?)
3. Is there going to be a Service Level Agreement between CFPP and the institutions? Where is the accountability to the institutions and systems?
4. What about support for graduate and research programs? What about professional schools?

These and additional MCLS comments were sent to Northrup for consideration.

FLVC Library Services Director Update
Library-Specific Projects
Harrison presented a report detailing library-specific updates. This report had been sent out to the members prior to the meeting. During her report, she reminded members to submit their letters of intent for the group licensing e-resources. As soon as FLVC receives the letter, they will generate an invoice. They need those invoices sent to them by December 17. If they are not received by then, they will be canceled under UF and processed under UWF after FLVC’s transition is complete.

Schmucker (FLVC) also noted that invoicing has been split up this year. EBSCO, ProQuest, and Gale will be invoicing institutions directly. All other products will be invoiced from FLVC.
Members Council on Distance Learning (MCDLSS) Update
Muccino reported that this council met in October. Their meeting focus was student integrity in a distance learning environment. There were vendor presentations and an update on the SACS Accreditation process. They also discussed potential changes to their committee processes and make up.

Joint MCLS and MCDLSS Meeting
The MCLS and the MCDLSS will have a joint meeting in June at Florida SouthWestern State College. The MCLS meeting will begin the afternoon of Monday, June 8 and continue the morning of Tuesday, June 9. The joint meeting will be held on the afternoon of Tuesday, June 9.

E-Textbook Task Force
Henderson reported that this is a legislatively mandated activity for FLVC, referenced as Open Access Textbooks and Educational Resources (OATER). FLVC will be doing a survey to find out what if any activities the institutions have been involved in that could contribute to fulfilling this mandate. Harrison noted that FLVC would like the Executive Committee to finalize a charge and scope for the task force soon, and ask for volunteers to serve. Membership will also consist of representatives from the MCDLSS. The task force will report to both the MCLS and the MCDLSS.

Also during this discussion, Henderson proposed to appoint Driscoll as the voting at-large FCS representative to the MCLS Executive Committee. Driscoll would replace Pat DeSalvo (Seminole), who is retiring effective December 31.

Motion: Profeta motioned to endorse Driscoll to fill the remainder of Pat DeSalvo’s term as the at-large FCS representative to the MCLS Executive Committee. The motion was seconded. Motion approved.

The council then adjourned for the day at 4:34 p.m. and reconvened the next day at 9:00 a.m.

Reports from FLVC Standing Committees and Task Forces
Collection Management and E-Resources (CMESC)
Schmucker, CMESC Co-Chair, presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee has worked on the 2015 and 2016 statewide collections, responded to the Next-Gen ILS Requirements survey, researched how a shared e-book collection could be beneficial to both the FCS and the SUS, and explored issues with collecting statistics through COUNTER.

Digital Initiatives Standing Committee (DISC)
VandeBurgt presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Their primary focus has been the migration of PALMM from DigiTool into Islandora. They are also creating a task force of archives and special collections librarians along with DISC members to determine how to move forward from Archon.

Resource Sharing Standing Committee (RSSC)
Baker presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee has been discussing Special Borrower Card policies for UCF. The committee is also working on the policy for media regarding loan periods and how requests are made in Mango. There has been a request to send media requests to ILLiad if a library does not allow an item to be requested. This would require future Mango development, and the colleges do not all have ILLiad, so that will need to be addressed further.
Technical Services Standing Committee (TSSC)
Norris presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee is discussing concerns about the next-gen ILS as they relate to the TSSC and submitted feedback to the Next-Gen ILS Requirements Survey. They are hoping to charge a task force, facilitated by FLVC, to review Mango format definitions.

User Interfaces Standing Committee (UISC)
Clark presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Highlights of their activities include standardizing the wording for electronic books in Aleph, Primo, and Mango; reviewing upgrade options for Primo version 4.8.2; and gathering input for the Next-Gen ILS Requirements Survey.

Motion: Henderson motioned to accept the reports from the committees and to thank them for their hard work. The motion was seconded. Motion approved.

FLVC Executive Director’s Update
Organizational Update
Muccino reported on various organizational updates for FLVC. The staff are continuing to work on new mandates like e-textbooks, support of Complete Florida, and a new college and career readiness system. This work is ongoing while development on the course catalog and work on the migration of the FACTS applications to the Liferay platform continues. FLVC is also looking to enhance the transient student process. Muccino also gave updates on the hiring process at FLVC and their annual planning exercises for FY 2015-16.

Transition Update
Muccino reported that FLVC staff will become official employees of UWF on January 1, 2015. Other transition activities include branding for a new FLVC website, renovations and lease renewal at the Gainesville FLVC offices, and shifting the Tampa FLVC office to a virtual office. There is a strong possibility that an advisory type council will be set up for FLVC that will include FCS and SUS chancellor appointments, college provosts, and K-12 representatives. This council would serve to magnify the awareness of FLVC. Discussion followed.

Questions and Answers
The council had a detailed discussion on the transition of FLVC from the University of Florida (UF) with Janice Gilley, Assistant Vice President of Community and Governmental Relations and Special Assistant to the President at UWF. Gilley attended the meeting on behalf of Northrup, who unfortunately had a change in plans and could not attend. Gilley has been overseeing the administrative side of FLVC’s transition to UWF, including legal and financial tasks, working with the Legislature to understand FLVC’s needs, and aiding them in their efforts to get needed LBR funding for their initiatives.

Council members admitted to being somewhat displeased with recent communications from UWF President Dr. Judy Bense to their institutions’ presidents, and let it be known that they were not well received. Gilley responded that any mishaps in the communications were purely unintentional. Gilley also noted that UWF is not planning any changes at this time in FLVC staffing or its affiliated organizations, though an advisory council may be added to replace the previous FLVC Board. She noted that according to statute, Dr. Northrup and the Innovation Institute will be making high-level decisions for FLVC and that Pam Northrup is accountable to the president of UWF.
The potential incorporation of MOUs (Memoranda of Understanding) and/or SLAs (Service Level Agreements) for each institution was also discussed as a way to insure that the organization is aware of and responding to the needs of the libraries. Gilley mentioned that MOUs and SLAs had been discussed at UWF and that their General Counsel’s office had agreed to them, but there was no time to get them out and so the aforementioned letters were sent instead. Gilley noted she needs to check with Northrup to find out the status on those items. Henderson noted that the MCLS would be happy to work on or put together a task force to work on some language that could go into an MOU or SLA.

Gilley and the council also discussed the LBR requests and UWF’s efforts to avoid duplication between FLVC and SUS LBRs. Also discussed was the financial impact of adding a new institution and its effects on the other institutions when money from the existing allocated budgets is used to add and fund e-resources for the new institution. Gilley mentioned that conversations are starting about this.

Finally, Gilley mentioned that UWF is looking to have an ad hoc committee to look at strategic IT planning for the organization and to make recommendations on connecting the institutions to the various services and making sure that we are making good use of FLVC resources. Russ Atkins from Broward College is working with the MCDLSS on a long-term vision and ways to help promote themselves to the Legislators and to various staff on their campuses. She encouraged the MCLS to think about if they wanted to do the same thing.

Gilley stressed that the opinions and work of both FLVC members councils are highly valued and that she and other staff at the Innovation Institute look forward to working with them more closely in the future. Henderson acknowledged this and reiterated that the council would love to provide any needed input.

**Digital Services Update**
Motyka gave a status update on the progress of digital and Islandora services at FLVC. Support continues for a number of material types. Currently, 13 institutions have Islandora sites and Indian River State College has also requested a site. Those who have not made a decision yet will need to do so soon, as they will need to determine where their materials will go after FLVC migrates from DigiTool. They can have them placed into Islandora or delivered back to their own institutions.

FLVC is continuing to contribute metadata from DigiTool and Islandora into Mango and they are harvesting from PALMM and Florida on Florida. Harrison also added as a reminder that according to statute, FLVC needs to provide a statewide searchable inventory of all digital materials that are owned by the institutions and she encouraged members to start thinking about how we can proceed to meet that requirement. The new NGILS systems and Mango both offer options to help meet this need, especially if Mango is the long-term discovery tool, as it allows OAI harvesting from local platforms to Mango. Islandora also allows some options. If an institution chooses to use its own digital platform, FLVC will still need to adhere to the legislative requirement to make those items discoverable within the statewide interface.

**New Business**
**FLVC Support for Library and OER Resources in the Classroom**
Dygert presented this topic. FLVC is interested in exploring ways to help institutions implement open access and open textbook initiatives. While open educational resources are being touted as a solution to high costs of textbooks, the current trend has libraries getting involved in these initiatives and looking to online licensed content to supplement or replace textbooks. Local institutions in Florida are using some of this technology as well. FLVC is working on a tool that will facilitate linking out to online resources within the learning management systems. Dygert asked the members to let her or David Brightbill, also at FLVC, know if they have any initiatives at their local institution.
Robinson noted that it would be good to have some support with single sign-on, Canvas, and an LTI that would work for everyone. Dygert noted that FLVC is working with UCF to acquire code for an LTI.

**Future Meeting Dates and Locations**
The next MCLS meeting is scheduled for February 10 at Eastern Florida State College in Cocoa, Florida.

**Next-Gen ILS Process**
The council briefly discussed what they felt was important functionality for the new NGILS system for the benefit of Profeta, Russell, and Botero, who are members of the NGILS Evaluation Team. Miller brought up the need for automatic export/import of data from Aleph to Banner, a feature that the colleges do not have. She was informed that would be an essential part of the NGILS requirements.

A common problem with the shared database and shared records was also discussed. It was suggested that it would be nice if in the next system they could have a shared database, but at the same time be able to retain some of the unique features that might be relevant to a particular item, so it can be shared and maintain certain levels of information, maybe even at the item level. It would also be nice if end-users are able to customize their own searches and can enable the system to be customizable even to the program level.

There was also some discussion about the amount of money being asked for in the LBR to finish the cleanup of the database systems before they are merged into a new NGILS, especially when you take into consideration the cost of acquiring, installing, implementing, and integrating a new NGILS system for all institutions. Also at issue here was how much of the work FLVC staff will do and what will be expected of the institutions and their staff. Discussion followed.

Muccino responded that FLVC took the higher numbers that they heard from the RFIs for implementation and licensing, but of course, that number did not include implementation on 40 campuses because a lot of that will be done by FLVC staff. He also indicated that there will be some point at which local institution staff will have to get involved, but that FLVC would probably not put any money into those local implementations. Harrison added that the commitment from FLVC is to work with institutional staff. However, a point will be reached at which FLVC cannot reach into an institution’s system, and they have to have someone from the institution to do something in order to make it work.

As far as the costs are concerned, FLVC will adjust the LBR as necessary based on numbers provided by the actual preferred vendors.

**Adjournment**
The meeting adjourned at 11:55 a.m.