Regular Meeting of the
Members Council on Library Services (MCLS)
Agenda
Tuesday, February 10, 2015 – 1:30 to 4:30 p.m. ET

Virtual Conference Call Meeting

1:30 – 1:32  Call to Order  Janice Henderson

1:32 – 2:00  1. Reports from FLVC Standing Committees and Task Forces
A. Collection Management and E-Resources  Valerie Boulos, Shelly Schmucker
B. Digital Initiatives  Katie McCormick
C. Next-Gen ILS Evaluation  Jean Phillips
D. Resource Sharing  Barry Baker
E. Technical Services  Cindy Campbell
F. User Interfaces  Carla Clark

2:00 – 2:20  2. MCLS Processes and Procedures  Janice Henderson
A. Discuss Process for Upcoming Committee Appointments (i.e., Executive Committee, Standing Committees, Current Vacancies)

2:20 – 2:40  3. FLVC Library Services Director Update  Lucy Harrison
A. Library-Specific Projects
B. Open-Access Textbooks and Education Resources Task Force

2:40 – 2:45  4. Members Council on Distance Learning (MCDLSS) Update  John Opper, Don Muccino

2:45 – 4:00  5. FLVC Executive Director’s Update  Don Muccino
A. Organizational Update  Don Muccino, Pam Northrup
B. Transition Update  Don Muccino, Pam Northrup
C. Questions and Answers

4:00 – 4:10  6. New Business  Janice Henderson
A. Future Meeting Dates and Locations
B. Joint MCLS and MCDLSS Meeting

4:10 – 4:15  7. General Information Session  Janice Henderson

4:15 – 4:30  Adjournment  Janice Henderson
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COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 10, 2015

CO-CHAIRS: Valerie Boulos and Shelly Schmucker

CURRENT ACTIVITIES:

During this quarter, the FLVC Collections Management and E-Resources Standing Committee (CMESC) held two committee meetings via Elluminate. Shelly Schmucker attended the Quarterly Meeting of the MLSC on December 3-4, 2014, and presented the committee report Recommendations for the 2016 Shared Collection of E-Resources.

2016 Statewide Collection

On December 3, 2014, Shelly, Claire, and Scott presented the committee report and led a discussion on the 2016 e-resources collection direction. On December 19, 2014, Don Muccino sent an email clarifying that for 2016, FLVC is moving forward with planning and negotiation for a collection where the “majority of FLVC e-resource funds be allocated on a common postsecondary portfolio.” The CMESC is continuing to investigate ways we might help colleges and universities transition to the new collection.

FCS E-Book Collection

The FCS libraries have a shared collection of e-books which include Solinet/Lyrisis/Netlibrary/EBSCO Collections 4, 5, 6, 7 and 9, and collections from Oxford and Gale Virtual Reference Library. Previous LINCC guidelines recommended a review of these collections every three years for the purpose of deselection, and task forces were formed which made recommendations for titles to withdraw in 2007 and 2011.

The Collection Management and E-Resources Standing Committee requests the formation of a FCS E-Book Deselection Task Force of up to 15 library staff members to:

- Review, update, and revise the LINCC Deselection Guidelines.
- Review content in all FCS shared collections.
- Utilize LRS Report T31 Statewide E-Book Title Report and other LRS E-Book usage reports to recommend titles to remove from the FCS shared collection.
- Report findings and recommendations to a liaison from the Collection Management and E-Resource Standing Committee for further action and coordination with FLVC.

With the approval of the MCLS, the CMESC will coordinate this task including soliciting volunteers and communicating questions and final recommendations as appropriate with the CMESC, FLVC, and the MCLS.
The SUS libraries may decide to take on a similar, independent process for shared or commonly held e-book collections through their CSUL committee structure.

Other Ongoing Tasks

- **Statistics**: The CMESC, along with FLVC staff, continue to look at how we gather and report statistics.
- **E-Book Collections**: We continue to monitor trends and evaluate data in shared academic e-book collections.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 10, 2015

CO-CHAIRS: Katie McCormick and Melissa VandeBurgt

CURRENT ACTIVITIES: This report reflects DISC activity from November 2014 to January 2015. The group met two 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:
  o Shared the DISC quarterly report for the December 3, 2014, MCLS meeting.

• Discuss issues related to centralized services: common digital library system and companion tools; Florida Digital Archive (FDA); DigiTool/PALMM; Archon; Florida OJ/Open Journal Systems (OJS); metadata standards; digital items and collections discovery in MANGO.
  o Agreed on charge for 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 formally convened the group in January 2015. The Working Group will meet again in February to determine the time line for activities.

ISG update: The group met twice by conference call during this quarter. Work accomplished by the group in conjunction with FLVC:

• A number of metadata display refinements were discussed and implemented.
• A prototype of FL-Islandora collection reports was created and discussed.
• Details of enhancements for FL-Islandora PALMM displays were discussed.

Other FLVC Digital Services updates:

• FL-Islandora:
  o Production servers were upgraded to the most recent Islandora release, v.7.14.
  o UNF FL-Islandora non-public production site has been created for shared PALMM materials.
  o Migration of FAMU DigiTool materials into FL-Islandora has been completed.
  o Migration of FAU DigiTool materials is still underway.
  o Migration of shared PALMM collections from FIU, FAU, UF, and UNF are underway.

• ETD hosting service:
  o ETD loads are current.
• Florida Online Journals:
  o Two new journals were added by UF:
    ▪ Proceedings of the Florida State Horticultural Society
    ▪ Journal of Undergraduate Research

• Florida Digital Archive:

FDA Quarterly Operations Report

Statistics for November 01, 2014 to February 01, 2015

Florida Digital Archive repository holdings as of February 01, 2015:

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RESOURCESHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 10, 2015

CHAIR: Kristine J. Shrauger

CURRENT ACTIVITIES:

1. Wendy Dover was elected Vice-Chair/Chair Elect. Her term starts on July 1, 2015.
2. UBorrow policies are currently being reviewed. The committee has been looking at them, but no action has taken place due to lack of attendance.
3. Gulf Coast State College has adjusted their UBorrow tiers to select libraries within a specific geographic region. Stay tuned for more details. They are testing it to see what the work load would be like and will report back to the committee. The committee will look at adjusting other institutions this summer.

Problem: The last couple of meetings have not been convened as we have not had equal representation from both the Universities and the Colleges. As we discuss UBorrow policies and implementation of policies, we feel that all members need to be present on the call. Please remind representatives to this committee about the importance of attendance and participation.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 10, 2015

CO-CHAIRS: Cindy M. Campbell and Sarah A. Norris

CURRENT ACTIVITIES:

- Held meetings on December 8, 2014, and January 12, 2015.
- Began process of finding a replacement for the recently vacated Secretary position, according to FLVC committee guidelines.
- Discussed the Cataloging Authorities & Metadata Committee’s (CSUL committee) response to the Shared Bib Problems & Issues Task Force report, which included a list of five proposed items related to the shared bibliographic environment and clean-up deemed the most important and/or critical.
  - Representatives from the colleges are assessing potential clean-up issues and are meeting to determine a list of those most critical, as well as prioritization.
  - TSSC plans to integrate both clean-up lists into a larger comprehensive one.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 10, 2015

CHAIR: Carla M. Clark

CURRENT ACTIVITIES:

The committee met virtually on January 8, 2015.

The following activities took place this quarter:

- Submitted a formal recommendation based on a request from the previous SUS OPAC committee regarding the ordering of subject headings in the catalog records:
  
  UISC agrees with the former OPAC committee that the subjects should be displayed as follows:
  
  - LCSH would display in alphabetical order under Subjects, general
  - MeSH would display in alphabetical order under Subjects, medical
  - All other controlled subject headings and genre headings would display in alphabetical order under Subjects, other

- Continued to explore redesign options for the statewide discovery interface (discover.flvc.org). Focus was on three areas:
  
  - wording of the welcome message,
  - location of the state map, and
  - wording for the drop-down menu search.

  The last area garnered the most conversation. Some members favor defaulting to a “Books, Journals & Media” search; other members favor defaulting to an “All Results” search. The group has requested a usage report of the statewide discovery interface to better determine how the site is being used. This activity is ongoing.
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Organizational Updates

FLVC Transition to Complete Florida Plus/University of West Florida:
- The staff transfer to UWF is now complete. As expected, a few issues arose, but those have been resolved or are in the process of being resolved. Thank you to the many staff at UF, UWF, and FLVC that worked on this process.
- Asset transfers are complete and assets are being added to the UWF asset management systems.
- UWF legal staff have been reviewing all existing, new, and renewed FLVC agreements since the beginning of the fiscal year, and will continue to do so on an ongoing basis.
- The fiscal close-out and fund transfer are in the final review stage, which will be final major item to complete.
- We are working with the Auditor General’s office to complete the FLVC audit for FY 2013-14.
- We are working with UWF staff to define procedures and roles now that we are officially employed by the university.
- We have begun early work for our annual planning process, and will integrate our planning efforts with the Innovation Institute and UWF planning processes and timeline.

Governance and Advisory Processes:
The Members Council on Library Services will meet virtually the afternoon of February 10, 2015. This will be primarily a meeting of informational updates, with reports from the various MCLS standing committees and FLVC leadership. Pam Northrup is planning to attend the meeting. The agenda packet will be posted on the new FLVC website, in the About Us area. Minutes will be posted there also, once they are available.

The next MCLS Executive Committee meeting will be on Tuesday, February 24 from 10:00 a.m. to noon ET.

Open Access Textbooks and Educational Resources Task Force (OATER):
FLVC is establishing a joint task force between Library Services and Distance Learning and Student Services. Unlike typical members council standing committees or task forces, the charge to this group will not be developed by an Executive Committee, but rather comes directly from statute and is directed at FLVC rather than its advisory groups: “Promote and provide recommendations concerning the use and distribution of open-access textbooks and education resources as a method for reducing costs and work with public postsecondary education institutions in developing a standardized process for the review and approval of open-access textbooks and education resources.” The charge itself may change as the legislative session progresses, as there are several potential legislative initiatives that may impact the planning and recommendations of this group. With this task force, we are using a process similar to that typically followed by the MCDLSS, and have invited knowledgeable experts that are already actively involved in this space to participate (rather than asking for volunteers, as we typically do with MCLS committees and task forces). This task force will combine faculty and administrators with library and DLSS expertise. The following people have already agreed to serve:

Erik Christensen, Chair, Natural Science Department, South Florida State College
Elizabeth A. Curry, Dean, Thomas G. Carpenter Library, University of North Florida
Tracy Elliott, Director of Libraries, State College of Florida, Manatee-Sarasota
Michelle Kazmer, Professor, Florida State University School of Information
Brian Kelley, Director of Library Services, Palm Beach State College Library
FLVC staff member Claire Dygert will be the Chair of the task force, with support from other FLVC DLSS and Library Services staff as appropriate.

Nominations for other task force members who are leaders in this field are welcome, but we are trying to finalize the membership, including members council liaison(s), soon, so that the task force can start work. A significant amount of work has previously been done on this issue on the DLSS side, so we are suggesting that the task force first needs to get up to speed on the existing reports and recommendations, and then update specific areas of those reports as necessary, consider new options, and make recommendations on a long-term strategic plan.

FLVC Staff and Offices:
- Staffing counts remain at 110. This number is the net of some staff losses through resignations and two recent hires of software developers.
- The process to classify the FLVC position descriptions in the UWF scheme is now underway.
- The “virtualization” of the Tampa office has begun. The Tampa staff will be moving to their alternate work locations (AWLs) on February 16, allowing time to remove the equipment and clean out the office by the end of February.
- The Gainesville office lease has been extended with provisions for leasehold improvements including re-carpeting and painting. This work has started, and should be completed by the end of March 2015.

FLVC Website:
A refreshed and redesigned FLVC.org website was released in early January. A major redesign of that site will be coming over the summer. Planning for this effort is already underway, and we have been working with a design group (Mindpower, based in Atlanta) on the design, branding, and roll-out of the new site. In parallel, we are working to build out a new library staff resources environment (see more information below).

Library Project Updates
Here are some updates on key FLVC projects and processes that may be of interest to library directors and staff. For additional information on these or other projects, please feel free to contact me directly at LHarrison@flvc.org.

Next-Gen ILS Task Force:
The official kickoff meeting of the Next-Gen ILS Evaluation Team was held on January 16, to review the process and the roles of both evaluators and reviewers. Three vendors responded to the ITN, and their proposals were sent to evaluators and reviewers on January 19. Those vendors were: Ex Libris, Innovative, and OCLC.

The next meeting was held on February 4, to review the individual evaluation scores as assigned by each Next-Gen ILS evaluator, and to summarize those scores into a single, team score for each vendor. This meeting will determine which vendors will be invited to provide demonstrations of their products. Evaluators were required to attend this meeting in person; reviewers attended virtually or in person.
The vendor demos will be held the week of February 16 at the FLVC offices in Gainesville. All library staff will be able to view the demos virtually, but only evaluators will be allowed to comment or ask questions. A survey will be distributed immediately following the demos to gather feedback from library staff. The final meeting of the Evaluation Team will be on March 10, when they will make their recommendations on the solution(s) to move forward into negotiations. The complete timeline is posted on the Next-Gen ILS Task Force wiki.

**E-Resources:**

All the e-resources licensed through FLVC (either statewide or via the group license process) were activated as planned on January 1. This was the largest group licensing process FLVC has run to date; nearly $1.3 million in e-resources were licensed in addition to the statewide portfolios.

There were several changes to the 2015 FLVC funded e-resource collections. Due to budgetary constraints, two products were canceled from the college collection (Oxford Reference Online Premium and the PDR Electronic Library) and two products were canceled from the university collection (Physical Education Index and RDS Contemporary Women's Issues). The cancelations were recommended by the Collection Management and E-Resources Standing Committee (CMESC) and approved by the MCLS. Additionally, ABI/Inform, licensed on behalf of the SUS, was available as a free trial to the FCS throughout 2014. The free trial ended on December 31, 2014.

FLVC has begun planning for the 2016 statewide collections, as directed by the following statute written in 2014:

> For purposes of licensing electronic library resources from funds appropriated to the Complete Florida Plus Program, those resources licensed for 4-year degree-seeking students shall be made available to all 4-year degree-seeking students in the Florida College System and the State University System.

This language suggests that a 4-year core collection of FLVC-funded electronic library resources be established that is available to all institutions within the FCS and SUS. Since this legislation went into effect, FLVC leadership has held discussions with legislative staff and the MCLS to determine what portion of the FLVC e-resources budget might reasonably be applied to finance the common collection. It was determined that the 2015 collection should remain the same, as the budget allows, while the discussion continued.

At this point, FLVC is moving forward with the assumption that the legislature will require that a majority of FLVC e-resource funds be allocated on a common postsecondary portfolio for 2016. While that direction may change as the legislative session progresses, we are moving forward with our planning and negotiation under that assumption. We strongly suggest that institutions also plan for their 2016 budgets based on that assumption, while understanding that there are a number of outstanding factors that may impact the final direction.

The CMESC report presented at the December MCLS meeting applied approximately 60% of FLVC e-resource funding to support the 4-year core, with the remaining funds split between the SUS and FCS to support the content-specific needs of each system; this is an approach that we believe aligns with the approach most likely to be required by the legislature. The MCLS accepted the CMESC’s report as an informational tool to help with their budget planning. However, there are factors that will yet influence the final 2016 collection, such as final pricing, the fate of current legislative budget requests, and changes to the legislative language that directs the spending of the allocation. FLVC provided 2016 impact statements at the MCLS meeting; while the exact impact may change, positively or negatively, we encourage institutions to be proactive in planning for the most likely scenario as outlined in the CMESC report and related impact statements. While we await the various outstanding decisions, FLVC will begin to negotiate with vendors on the recommended resources in the report, while working closely with the MCLS and the CMESC to ensure a 2016 FLVC-funded e-resources collection that meets any legislative mandates as well as the needs of the FCS and SUS.

FLVC 2/5/2014
**HathiTrust Access:**
We have continued discussions with staff at HathiTrust on how best to provide access to damaged, brittle, or lost/missing items. Hathi has further clarified that a manual process is required to identify items that are in copyright but out of print, as well as to check for copies available on the market at a fair price. We have shared these clarifications with staff at the University of Florida, and plan to continue that conversation at a meeting on February 13.

**Aleph Password Security Changes:**
We are in the final phase of this project, which will result in blocking SUS accounts which have not been used in six months. We have identified institutional proxy accounts to prevent them from being blocked and are working on creating and testing documentation.

**Authentication:**
For college users, we will be discontinuing LINCCWeb’s Google authentication (using OpenID login) functionality on February 16. This affects only the colleges, since OpenID authentication was never implemented by FLVC for the universities. The OpenID authentication provides the option to use a Google, Facebook or Yahoo account to establish a persistent login to LINCCWeb. These alternative authentication options receive very low use, and Google is changing to a different protocol, requiring some labor-intensive re-engineering efforts. We will keep the Facebook and Yahoo OpenID authentication options in place for now, but will monitor their use and may reconsider their continued relevancy at some point.

**Patron Photos for UWF:**
FLVC staff are working with UWF to automate a process for loading images to the patron account. We are now working on workflow documentation, including specifications for the files of images submitted. After UWF is in production and a process is established, we will offer the service for any interested library.

**PDA01:**
FLVC staff are working to create scripts for the processing of e-books that are centrally loaded by FLVC on behalf of the colleges. This process will automate the deletion of PDA titles purchased by the college libraries, and then re-load of the same titles into FCC01 (FCS’s bibliographic database). In addition, we have been adding Safari subscription e-books into PDA01 Test for the seven subscribing colleges, in order to test the constant adds and deletions that this e-book collection experiences.

Other load processes currently being worked on include: McNaughton and Alexander Street Press (FGCU); EBL (FAMU); and YBP DDA e-books, Sage Research Methods e-books, and Films on Demand (FSU). Recently approved load processes include: Midwest Firm Orders (UWF); Project Muse e-books and Films on Demand (FAMU); Cambridge Histories Online, Oxford Handbooks for Religion, and Gale Indigenous Peoples of North America (FIU); and Kanopy (USF).

**Bibliographic Database Quality:**
The FLVC Technical Services Standing Committee (TSSC) will soon finish their discussion and prioritization of the recommendations in the CSUL Shared Bib Problems and Errors Task Force report, along with previously identified TSSC projects and recommendations. There has already been a lot of good discussion of the overlap of some of these recommendations and previous TSSC recommendations and, in some cases, ongoing work. There was also good discussion about the opportunities and options that a next-gen system may offer for data cleanup, and acknowledgement that while it is difficult to know exactly what those options are until a system is selected, there are some assumptions that can be made as we move forward.
FLVC staff are also looking at the prioritized list of recommendations and determining the resources and timing involved. We will consider whether the proposed activity is something that is required (or highly desired) to be completed prior to next-gen ILS migration, or whether it could be addressed as part of the migration. We hope to provide a high-level estimate of the resources needed to complete each project, along with a potential timeline, to the TSSC prior to their next meeting.

Digital Services:
FLVC has migrated most local institutional collections off of DigiTool. The primary focus of the DigiTool to Islandora migration is now on PALMM collections, particularly shared PALMM collections, and unusual local institutional cases (“outliers”) are still in the process of migration. Migration of DigiTool finding aids/EADs in the PALMM Archives Florida collection is a topic under discussion with the new DISC Finding Aids/EAD Working Group. We are also now looking forward, considering how best to migrate non-DigiTool collections, the largest of which resides on the Sobek system. Initial discussions have begun with the University of Florida.

Ongoing Islandora work includes:

- A non-public UNF production site has been created and DigiTool materials have been exported, converted, and are being corrected before loading.
- A non-public UWF production site is also in the process of being created, and DigiTool materials are being exported, converted and corrected before loading.
- Migration of UF’s DigiTool PALMM Florida Heritage materials is being worked on, including programming to replace DigiTool MARC metadata with Sobek MARC records.
- Migration of FAMU’s DigiTool materials into Islandora has been completed and FLVC is working with FAMU to prepare their FL-Islandora site to go public.
- FAU’s PALMM Florida Heritage books migration is underway.
- FIU’s Florida Environments PALMM books are being fixed and loaded.
- An “Islandora Brainstorming” meeting was held, and as a result “Islandora Bookmarks” have been implemented on the test server for ISG review.
- Collection counts reports development is underway.
- Islandora production servers were upgraded to v. 7.14.
- Islandora Scholar has been enabled on the FSU production site for beta testing.
- FSU’s Islandora developer proposed some enhancements to collection displays (allowing additional information pages). ISG has approved his proposal, and work is underway. This will provide additional functionality for an Islandora PALMM site.

Library Staff Website:
A new library staff website is under development; this will consolidate content from the legacy FCLA and CCLA library staff-focused pages and provide a new design and functionality. We are currently finalizing the design and working on a prototype site. We are also getting some feedback from the people who will actually be the primary users of the site – that is, your library staff. We asked a number of college and university library staff to participate in an online “card sorting” exercise to help determine the content buckets and navigation for the new library staff resources website.

The final design and branding of the site is dependent on the larger website redesign scheduled for this summer. It will take some time to fully review, update, migrate, or archive all the content on the legacy sites, so it is expected that we will continue linking to specific content on the old sites for some time.
Upcoming Events

Members Council on Distance Learning and Student Services: February 12 – 13, 2015, National Flight Academy at UWF, Pensacola.

Members Council on Library Services Executive Committee Conference Call: February 24, 2015, 10:00 a.m. to noon ET.

FLVC Library Services Regional Conferences:
- April 7: FLVC Library Services Region 1 Conference, Northwest Florida State College, Niceville
- April 14: FLVC Library Services Region 2 Conference, Florida Gateway College, Lake City
- April 21: FLVC Library Services Region 3 Conference, Daytona State College, Daytona Beach
- April 28: FLVC Library Services Region 4 Conference, Hillsborough Community College, Tampa
- May 6: FLVC Library Services Region 5 Conference, Broward College, Davie

Members Council on Library Services: June 8 – 9, 2015, Florida SouthWestern State College, Coconut Point (Naples)

Joint Meeting of MCLS and MCDLSS: June 9, 2015, Florida SouthWestern State College, Coconut Point (Naples)

Members Council on Distance Learning and Student Services: June 10 – 11, 2015, Florida SouthWestern State College, Coconut Point (Naples)
FLVC Regular Meeting of the Members Council on Library Services (MCLS)

Minutes

Tuesday, February 10, 2015 – 1:30 to 4:30 p.m. ET
(Virtual Meeting)

Members Present
Barry Baker (UCF), LisaMarie Bartusik (PSC), Christine Boatright (FGC), Ray Calvert (Pasco-Hernando), Mercedes Clement (DSC), Carmen Cummings (SJRSC), Elizabeth Curry (UNF), Brian Doherty (NCF), Lori Driscoll (GCSC), Bob Dugan (UWF), Tracy Elliott (SCFMS), Denise English (LSSC), Teresa Faust (CF, representing Rayanne Giddis), Bill Foege (PolkSC), Rebecca Frank (SPC, representing Joe Leopold), Bill Garrison (USF), Karen Griffin (HCC), Janice Henderson (NFSC), Isabel Hernandez (MDC), Kay Hogan (NFCC), Renee Hopkins (CC), Brian Kelley (PBSC), Lori Kelly (FKCC), Jean Larsen (SSC), Victoria McGlone (FSCJ), Tom Messner (FSCJ), Kathleen Miller (FGCU), Kathryn Miller (POLY), Katy Miller (VC), William Miller (FAU), Ramona Miller-Ridlon (SFC, representing Myra Sterrett), Alice Murillo (BC), Lena Phelps (South Florida), Anne Prestamo (FIU), Patricia Profeta (IRSC), Judith Russell (UF), Shelly Schmucker (TCC, representing Deborah Robinson), William Shuluk (FSW), Ruth Smith (VC), Mem Stahley (EFSC), Myra Sterrett (SFC), Faye Watkins (FAMU), and Julia Zimmerman (FSU).

Guests: Valerie Boulos, Judy Born, Cindy Campbell, Carla Clark, Katie McCormick, Pam Northrup, and Jean Phillips.

FLVC Staff: Claire Dygert, Tammy Elliott, Brenda Ferris, Lucy Harrison, and Don Muccino.

Call to Order
Chair Henderson called the meeting to order at 1:30 p.m.

Reports from FLVC Standing Committees and Task Forces
Collection Management and E-Resources Standing Committee (CMESC)
Schmucker, CMESC Co-Chair, presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee also requested permission to form a task force to look at the deselection of e-books in the Florida College System (FCS) shared e-book collection. The committee would continue the work started in 2007 by the former CCLA Information Resources Standing Committee by reviewing that committee’s procedures and determining whether they should have some of the books taken out of the shared collection.

Motion: Faust motioned to accept the report and allow the committee to continue their work, including appointment of a new task force to look at the deselection of e-books in the FCS shared e-book collection. Leopold seconded the motion. Motion approved.

Digital Initiatives Standing Committee (DISC)
McCormick presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments on the report from the members.

FLVC 2/10/15
Motion: Phelps motioned to accept the report and thank the committee for their work. Messner seconded the motion. Motion approved.

Next-Gen ILS Task Force (NGILSTF)
Phillips gave an update on the activities of this task force, which has been directed by Angie Jones, who oversees the procurement processes at the University of West Florida (UWF). At their February 3 meeting, the evaluators decided to invite Ex Libris and Innovative Interfaces, Inc. for vendor demos. The demos are scheduled for February 17-18, 2015, from 9:00-5:00 each day at the FLVC offices in Gainesville. An agenda and link to view the demos online will be sent to all library staff once they have been finalized. During the demos, vendors will be responding to questions and requests that have been sent to them ahead of time by the evaluators. A form to gather feedback on the demos will be distributed to all library staff after the demos. The final scoring is scheduled for March 10. At that time, the task force will make a recommendation on who to negotiate with for the next-gen ILS.

The council thanked the evaluators, reviewers, Angie Jones, and others for their work on this effort.

Resource Sharing Standing Committee (RSSC)
Baker presented the report for this committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. Baker highlighted an attendance issue this committee has, which causes important discussions to continually be deferred. Discussion followed. Henderson stressed the need for the council to ensure that all committees operate efficiently and in a way that resolves issues in a timely manner, and agreed that they would assist this committee with their concerns.

Motion: Phelps moved to accept the report. Profeta seconded the motion. Motion approved.

Technical Services Standing Committee (TSSC)
Campbell presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee is reviewing the CSUL/CAM Shared Bib Problems and Issues Task Force report. Campbell noted that the committee is working hard to complete their consideration of the report, and they hope to discuss next steps at their next meeting. The committee has been working with staff at FLVC and they are confident that they will continue to work with them to expedite the process.

Harrison added that FLVC has done some initial scoping to get a broader sense of what it will take to get the needed tasks done, the resources they will require, and the timing of it all. They have a meeting scheduled for tomorrow to finalize that and they plan to get the information to the Technical Services Standing Committee so that they will have it prior to their next meeting. Finally, Harrison stated that FLVC requested funding specifically for data cleanup in their legislative budget requests (LBR) for the next-gen system. If FLVC is unsuccessful in securing those additional funds, they will continue to make whatever progress they can with the resources available.

A request was made that FLVC’s response to the TSSC be shared, at a minimum, with all of the deans of CSUL, so Henderson suggested that once the report is finalized, the committee should submit a report to the council about what that plan looks like and what we know about it at this point.

Motion: Phelps motioned to approve the report. Larsen seconded the motion. Motion approved.

User Interfaces Standing Committee (UISC)
Campbell presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Russell wondered if the report was alluding to the possibility that FLVC had begun to
implement a discovery tool. Harrison clarified that the report is referencing a link to the statewide union catalog view of Mango that is accessed from www.flvc.org. This catalog is what is in place now to meet the legislative mandates, and it is to this page they are referencing making changes.

Motion: Messner moved to accept the report. Phelps seconded the motion. Motion approved.

**MCLS Processes and Procedures**

_Discuss Process for Upcoming Committee Appointments_

The council confirmed the slate of officers needed for the FY 2015-2016 year. The council will need to elect a chair-elect from the FCS, an at-large member from the FCS, and a secretary. Elections for these three positions will be held at the June Members Council meeting. In addition to those three positions, there are 27 standing committee vacancies that will need to be filled, two of which are immediate vacancies. Now that FLVC is no longer under Sunshine Law, council members are eligible for standing committee membership. Members indicated that they would like to see a members council representative from the SUS and the FCS serve on the committees, if possible.

The call for applications will be sent after the Executive Committee’s February 24 meeting. Current members who wish to continue serving will fill in the form to state that they are still interested in serving. MCLS representatives can also formally recommend anyone for the available positions.

There was a request from Russell to address the need for proportional representation between the colleges and universities for issues that require a roll call vote. Henderson stated that she had recently requested information about the number of roll call votes there have actually been over the course of the last year. There had only been one vote in which there was a proportional difference, but even in this case it was not clearly divided between universities and colleges. However, she stated that she understood that this could be a problem. She would like to get the Executive Committee to start that discussion, with some input from those people who are most concerned with this issue, and then continue the discussion at the June meeting.

**FLVC Library Services Director Update**

_Library-Specific Projects_

Harrison had provided written updates on library-specific projects prior to the meeting, so she only highlighted items that had changed. She noted that Janice Gilley, the UWF legislative liaison, continues to work closely with legislative staff to get clarity around the language for e-resources. Staff at FLVC will be meeting with staff from the University of Florida (UF) to discuss changes with HathiTrust.

_Open-Access Textbooks and Education Resources Task Force_

FLVC is kicking off the Open Access Textbooks and Educational Resources Task Force, which is a little different than other FLVC task forces since its charge does not come from the Executive Committee, but is instead established in statute. The task force will be made up of representatives from library services and distance learning and student services who are actively working in this area. Dygert noted that a lot of really good groundwork has been done by distance learning staff on a previous open educational resources task force a couple of years ago.

The task force members are:

- **Erik Christensen**, Chair, Natural Science Department, South Florida State College
- **Elizabeth A. Curry**, Dean, Thomas G. Carpenter Library, UNF
- **Tracy Elliott**, Director of Libraries, State College of Florida, Manatee-Sarasota
- **Michelle Kazmer**, Professor, FSU School of Information
- **Brian Kelley**, Director of Library Services, Palm Beach State College Library
- **Lisa M. McDonnell**, Associate Professor, St. Petersburg College
- **Susann Rudasill**, Director, FSU Office of Distance Learning
- **Robert Saum**, Dean, College of Online Studies and Faculty Innovation Center at Daytona State College
- **David Shulman**, Campus President, Broward College Online – Florida’s Global Campus
- **Micah Vandegrift**, Digital Scholarship Coordinator, FSU Libraries
- **Claire Dygert**, Florida Virtual Campus, Task Force Chair
- **Bob Dugan**, UWF, MCLS Executive Committee Liaison

**FLVC Executive Director’s Update**

*Organizational and Transition Update*

Muccino reported that the transition of FLVC staff and assets from UF to UWF was successful and now complete. Staff in UWF’s legal department have reviewed and updated all agreements in place. He also noted that plans are in motion to have the Executive Advisory Council seated in March. FLVC’s Tampa offices have gone completely virtual, and improvements on the Gainesville office space is underway.

In addition, FLVC continues its support of existing legislative mandates. In the coming months, they expect to release a new and improved website that will also implement new functionality. They will also continue their support of the Complete Florida Initiative, which currently uses FLVC’S CRM, as well as expand the technology that underlies the website to support CFPP. He noted that work would also continue on the development of open access textbooks for educational resources for Florida.

*Question and Answers*

Northrup joined the meeting to give an update on the activities surrounding FLVC. Primarily, UWF and FLVC have been working with Mindpower, a company based out of Atlanta, Georgia, to help update and rebrand the FLVC website on both an interim and long-term basis. The site itself has become more student-facing with a focus on getting students into college, succeeding while they’re there, and supporting them as they find new careers. A partner portal has also been developed that focuses on the work of the members councils and the institutions, but also has areas for library services, K-12 guidance counselors, the Orange Grove, and various other distance learning and student services. They will also be working with Mindpower to gather feedback and review analytics on functionality and content. The anticipated launch of the final site will be in July.

Northrup also highlighted some of the branding activities Mindpower has been assisting with. Staff at UWF and FLVC spoke with the Legislature to recommend delaying the name change (from Florida Virtual Campus to Complete Florida Plus Program) to the start of the new academic year for fall 2015, rather than mid-year. So Mindpower is helping to build a new brand and a new logo and creating some taglines in support of the services that will be offered on the website under the Complete Florida Plus Program. At some point, a survey will be sent to the council to get formal feedback.

Other transition activities include internal desk audits being conducted by UWF human resources staff with every individual employee within FLVC. The intent is to try to get a better understanding of the work they do and to align the positions with the positions/classifications currently at UWF.

Finally, Northrup discussed some of the IT planning activities that are being undertaken on behalf of FLVC. The organization is in the beginning stages of pulling together a group, assisted by Information Systems of Florida (ISF), to help build an IT pathway/strategic plan for the future. The group’s makeup
will consist of library and distance learning and student services representatives, CIOs, and IT and policy experts who work in those types of operations on a day-to-day basis. The idea is to have something to share at the June joint meeting. There is also a desire to have the MCLS and the MCDLSS do a strategic planning exercise at that joint meeting to help outline activities for next year’s LBR process. The ITN for the next-gen ILS will also be a key component of these planning activities being outlined for FLVC’s future.

Russ Adkins, who is retired from Broward College, is leading a strategic planning process on the distance learning and student services side with Northrup, their executive committee, and John Opper. They are putting together a series of strategic questions that ask about distance learning and student services. This will come together in a structured session that will be held in conjunction with the MCDLSS meeting on February 12-13, 2015, with the hopes of making this organization the trusted source for distance learning and student services information in Florida.

Northrup noted that she would also like to get some strategic feedback from the MCLS on the library services FLVC provides, and especially on the tools and resources they will need in order to implement a new next-gen ILS.

**Members Council on Distance Learning (MCDLSS) Update**
Muccino reported that the MCDLSS is scheduled to meet on Thursday and Friday, February 12-13, 2015. Their agenda is devoted to a strategic planning exercise with Russ Adkins and some discussion on Open Access Textbooks and E-Resources (OATER).

**Joint MCLS and MCDLSS Meeting**
Henderson reported that she is attending the MCDLSS Executive Committee meeting, where there will be a planning discussion on the MCLS and MCDLSS joint meeting agenda topics. The joint meeting is scheduled for the afternoon of June 9 in Naples at Florida SouthWestern State College.

**New Business**
**Future Dates and Locations**
The next MCLS meeting is scheduled for the first week of June in Naples at Florida SouthWestern State College in conjunction with the joint MCLS and MCDLSS meeting. Tentatively, the MCLS will be meeting on the afternoon of June 8 and the morning of June 9.

**Adjournment**
The meeting adjourned at 3:06 p.m.