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

Agenda
Monday, June 8, 2015 – 1:00 to 5:00 p.m. ET
Tuesday, June 9, 2015 – 8:30 to 11:30 a.m. ET

Florida SouthWestern State College | Lee Campus | Classroom Building (Building U), Room 102 |
8099 College Parkway | Fort Myers, Florida 33919

Monday, June 8, 2015

1:00 – 1:05 Call to Order Janice Henderson, Chair

1:05 – 2:30 1. FLVC Update
   A. Library Services Update Lucy Harrison
   B. Legislative Update Dr. Pam Northrup, Don Muccino
   C. Organizational Update
   D. FLVC.org Website Redesign
      1) New Website Design
      2) Survey Results for Website
      3) New Library Staff Resources Website Lucy Harrison
   E. Questions and Answers Dr. Pam Northrup, Don Muccino

2:30 – 3:00 Break

3:00 – 5:00 2. Strategic Planning for Florida Academic Library Services Cooperative (FALSC) Dr. Pam Northrup, Janice Henderson, Don Muccino, Lucy Harrison

5:00 Adjournment Janice Henderson

Tuesday, June 9, 2015

8:00 – 8:30 Continental Breakfast

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

8:35 – 9:15 3. Reports from FLVC Standing Committees and Task Forces
   A. Collection Management and E-Resources Valerie Boulos, Shelly Schmucker
   B. Digital Initiatives Melissa VandeBurgt
   C. Resource Sharing Barry Baker
   D. Technical Services Cindy Campbell
   E. User Interfaces Carla Clark
   F. Open-Access Textbooks and Education Resources Task Force (OATER) Claire Dygert
9:15 – 9:45  4. MCLS Processes and Procedures  
   A. Update from Operating Procedures Task Force  
   B. Announcement of Committee Appointments  
   C. Election of Officers  

9:45 – 10:15  Break

10:15 – 10:40  5. Next-Gen ILS Update  

10:40 – 11:05  6. 2016 Statewide E-Resources Update

11:05 – 11:20  7. Members Council on Distance Learning (MCDLSS) Update  
   A. Joint Meeting: Setting the Stage  

   A. Future Meeting Dates and Locations  

11:25 – 11:30  9. General Information Session (If Needed)

11:30  Adjournment

11:30 – 12:30  Lunch

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

Report on Current Activities for the Members Council on Library Services Meeting
June 8-9, 2015

CO-CHAIRS: Valerie Boulos and Shelly Schmucker

CURRENT ACTIVITIES:

During this quarter the FLVC Collection Management and E-Resources Standing Committee (CMESC) held four full committee meetings and one subcommittee meeting of the Florida College System representatives via Elluminate. Below is a summary of activities this quarter.

FLVC Regional Conferences

CMESC representatives presented an update on committee activities and led round-table discussions on e-resources at each of the FLVC Regional Conferences. The committee-developed presentation included a brief history of shared e-resource collections and issues for the last two years and a brief overview of the 2016 Shared E-Resource Collection as presented to the MCLS. The 2016 collection and future recommendations for shared newspaper collections within the FCS were discussed during the round-table discussions.

FCS E-Book Deselection Task Force

The CMESC was approved to move forward with soliciting volunteers for the FCS E-Book Deselection Task Force. An online form was developed to gather applications. The committee is awaiting final selection of new members before sending out the call for volunteers. It is anticipated that committee work will take place late summer and early fall with final recommendations submitted for approval at the December MCLS Committee meetings.

Other

_FLVC Webpage:_ Cheryl McCoy and Rhonda Trueman reviewed the new FLVC website on behalf of the CMESC.

This summer the following members will rotate off the committee: Judy Born, Estrella Iglesias, Cheryl Kohen, Cheryl McCoy, Robb Waltner, and Roy Ziegler. We wish to thank them for their efforts and commitment to statewide e-resource issues for the last two and a half years. In July the CMESC will welcome Michael Arthur (UCF), Kate Bernard (Florida Polytechnic University), Sara Duff (Gulf Coast State College), Pamela Herring (UCF Health Sciences), Jenna Miller (Santa Fe College), and one more yet unnamed member representing the FCS.
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DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 8-9, 2015

CO-CHAIRS: Katie McCormick and Melissa VandeBurgt

CURRENT ACTIVITIES: This report reflects DISC activity from February 2015 to June 2015. The group met three 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:
  - Shared the DISC quarterly report for the February MCLS meeting.
- 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.

DISC Finding Aids Working Group

A Finding Aids Working Group was formed and met twice by phone to discuss migration of finding aids in Archives Florida, to determine next steps for discovering the needs for collection finding aids and the digital services needs of archival institutions in our state colleges and universities. The group has been working on a survey that will be submitted to the MCLS Executive Committee for approval before going out to all the institutions.

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

- Enhancements to FL-Islandora collection displays that allow for a menu of information pages were implemented, demonstrated, and discussed.
- Islandora to Mango feeds were discussed.
- Detailed discussions of the FL-Islandora PALMM production site were discussed.

Other FLVC Digital Services updates:

- Wilhelmina Randtke joined the Digital Services workgroup on April 13, 2015, in a coordinator position.
- **FL-Islandora:**
  - Migration of UWF’s DigiTool materials is complete.
  - Migration of UF’s DigiTool materials is underway. The majority of these materials are being loaded using descriptive metadata extracted from SobekCM and matched with DigiTool objects.
  - Migration of all other DigiTool PALMM materials is substantially complete, with the
exception of serials, newspapers, and a handful of other materials.
  o The batch newspaper loader Phase 1 code is being tested.

- **ETD hosting service:**
  o ETD loads are current.

- **Florida Online Journals:**
  o The Florida Library Association journal has been added.
  o A policy/procedure has been developed to provide for publishers who want to use their own domain name for a journal.

- **Archon:**
  o A new Archon production site has been created for UCF.
  o A new Archon production site has been created for Lake-Sumter State College.

- **Florida Digital Archive:**

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**FDA Quarterly Operations Report**

**Statistics for February 01, 2015 to May 15, 2015**

Florida Digital Archive repository holdings as of May 15, 2015:

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<th>Total AIPs in Repository</th>
<th>Total Size (TB)</th>
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Submitted, Archived, Disseminated, Withdrawn and Refreshed Packages:

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RESOURCESHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 8-9, 2015

CHAIR: Kristine J. Shrauger
CHAIR-ELECT: Wendy Dover

CURRENT ACTIVITIES:

A subcommittee of the Resource Sharing Standing Committee has created a survey to be sent out to all 40 institutions. This survey includes questions on how institutions feel about putting media items into the UBorrow/Aleph ILL system, lost books, conformity of UBorrow/Aleph ILL book bands and who is using OCLC for ILL transactions or who is just reliant on the UBorrow/Aleph ILL system for their ILL materials.

We moved the start date from August 1 to July 1 for geographic tiers for UBorrow/Aleph ILL instead of going College-to-College, then to University and vice versa. This should help in turnaround time. The committee would like to let all college and university deans and directors know ahead of time that this might impact their number of requests on a daily basis.

We are also revising the UBorrow policies to align with all 40 institutions.

We welcomed many new members to our group, and at the last meeting had quite a few guests that were inquiring about how to process invoices amongst the 40 institutions. Wendy Dover as Chair-Elect will be continuing those discussions in the future meetings.

Request:

- We are asking that the Deans and Directors let their staff know of the geographic changes of UBorrow/Aleph ILL so that they are aware of the impact of requests on their staff.
- We ask that if your institution has branches that each branch fills out the survey. We want as much data as we can get.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 8-9, 2015

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

CURRENT ACTIVITIES:

● Held meetings on February 15, March 9, April 13, and May 11, 2015.

● Filled vacated Secretary position, according to FLVC committee guidelines. Filled additional vacated voting member positions, with most positions beginning their term in July 2015.

● Attended FLVC Library Services Region 1-5 Conferences and presented to each regional conference on TSSC projects and updates.

● Working to create a more formalized mentor/mentee program in which Florida college and university librarians and library staff can participate.

● Moved forward with project list recommendations based on Cataloging Authorities & Metadata Committee’s (CSUL committee) response to the Shared Bib Problems & Issues Task Force report.

   ○ FLVC is currently providing monthly reports on the project progress in TSSC meetings and ad-hoc via email.

   ○ A small group of state university library representatives will be assisting FLVC with TSSC cleanup projects, with the initial meeting to be scheduled at the end of May or early June.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 8-9, 2015

CHAIR: Carla M. Clark

CURRENT ACTIVITIES:

The committee met virtually on February 12 and March 12, 2015.

The following activities took place this quarter:

- Recommended wording changes on the Database Login screen in Primo to clarify for users that they can obtain help with their Borrower ID and PIN by clicking on the hyperlink. The wording changes were implemented.

- Prepared a presentation and small group discussion for the FLVC Regional Conferences. The small group discussion focused on the statewide catalog and preferences for the drop-down search menu.
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Collection Management and E-Resources Standing Committee

Charge:
- Recommend which e-resources will be licensed for all college and university libraries.
- Correlate available dollars with the ability to maintain subscriptions, and prioritize if funds will be insufficient to maintain current subscriptions.
- Recommend more permanent committees and task forces necessary to analyze and build joint FCS/SUS library collections.
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

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<thead>
<tr>
<th>First</th>
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<th>Institution</th>
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<tr>
<td>Michael A.</td>
<td>Arthur*</td>
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<tr>
<td>Kate</td>
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<td>FLVC Staff Representative</td>
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*Indicates new or reappointed member.
Digital Initiatives Standing Committee

Charge:
- Provide recommendations to the FLVC Members Council on Library Services regarding all technical aspects of digital collection building, digitization, and/or digital production, digital curation, and digital services in support of scholarship.
- Provide a forum for discussion, promote best practices, explore opportunities for collaboration among interested FLVC libraries, and leverage the collective capacity of the colleges and universities for digital initiatives and services.

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<thead>
<tr>
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<tr>
<td>Lydia</td>
<td>Motyka</td>
<td>FLVC Staff Representative</td>
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Resource Sharing Standing Committee

Charge:
- Develop a set of statewide resource sharing guidelines for colleges and universities.
- Establish principles to facilitate the integration of resource sharing (e.g., the SUS UBorrow service) among both entities.
- Recommend services to enhance resource sharing.
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

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<th>First</th>
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<tr>
<td>Joshua</td>
<td>Brown*</td>
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<tr>
<td>Wendy</td>
<td>Dover (Chair)</td>
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<tr>
<td>Brenda</td>
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<td>FLVC Staff Representative</td>
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Technical Services Standing Committee

Charge:

- Assist and advise the FLVC Members Council on Library Services regarding all technical services issues in a statewide environment. Scope of committee work includes, but is not limited to, acquisitions, cataloging, preservation, and serials.
- Propose, review, and evaluate procedures and guidelines that support technical work products and training, focusing on the quality and effectiveness of technical operations and catalog functionalities in a complex academic environment that includes multiple types and sizes of libraries and materials.
- Working with other committees and task forces, solicit ideas and disseminate best practices using multiple communication mechanisms to enhance the exchange of necessary consortial initiatives in a cooperative statewide academic setting.

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<tr>
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<tbody>
<tr>
<td>Cindy M.</td>
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<td>Ileana</td>
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<td>Sarah A.</td>
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<tr>
<td>Mary Ann</td>
<td>O’Daniel</td>
<td>FLVC Staff Representative</td>
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</table>

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User Interfaces Standing Committee

Charge:
Advise the FLVC Members Council on Library Services regarding service interface options for library users. Scope of committee work includes, but is not limited to, online discovery tools, online catalog, interfaces on web and mobile devices, and support sites, taking into consideration issues such as accessibility and multiple languages. Group will liaise with other FLVC committees and task forces as appropriate.

<table>
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*Indicates new or reappointed member.
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<tr>
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<th>14-15</th>
<th>15-16</th>
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<tbody>
<tr>
<td>Past Chair</td>
<td>Lori Driscoll (FCS) (Year 3 of 3-year term)</td>
<td>Julia Zimmerman (SUS) (Year 3 of 3-year term)</td>
<td>Janice Henderson (FCS) (Year 3 of 3-year term)</td>
</tr>
<tr>
<td>Current Chair</td>
<td>Current Chair (one-year term; rotates between FCS and SUS – even year FCS; odd year SUS)</td>
<td>Julia Zimmerman (SUS) (Year 2 of 3-year term)</td>
<td>Janice Henderson (FCS) (Year 2 of 3-year term)</td>
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<tr>
<td>Chair-Elect</td>
<td>Janice Henderson (FCS) (Year 1 of 3-year term)</td>
<td>Anne Prestamo (SUS) (Year 1 of 3-year term)</td>
<td>Officer: Elect FCS for 3-year term</td>
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<tr>
<td>Secretary</td>
<td>Bill Foege</td>
<td>Pat Profeta</td>
<td>Officer: Elect for 1-year term</td>
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<tr>
<td>SUS at-large representative</td>
<td>Barry Baker</td>
<td>Bob Dugan (Year 1 of 2-year term)</td>
<td>Bob Dugan (Year 2 of 2-year term)</td>
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<td>FCS at-large Representative</td>
<td>Pat DeSalvo (Year 1 of 2-year term)</td>
<td>Pat DeSalvo / Lori Driscoll (Year 2 of 2-year term)</td>
<td>Officer: Elect for 2-year term</td>
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Excerpts from Operating Procedures:

Article III: Membership of the Board -- The current chair and the chair-elect serve on the Board of Directors by virtue of their offices.

Article VII: Library Services Members Council

Section D. Officers of the Library Services Members Council

Officers. The officers of the Library Services Members Council shall consist of the Chair, the Vice Chair (Chair-Elect), and the Past Chair.

Chair. The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the Members Council.

Vice Chair (Chair-Elect). The Vice Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

Secretary. The Secretary shall record, prepare and submit minutes of all member council meetings as well as collect and submit minutes of all Library member council Standing Committee meetings.

Section F. Committees

Executive Committee

(a) Membership: The Chair, Vice Chair (Chair Elect), and the Past Chair of the Members Council will serve as officers of the Executive Committee for the duration of their terms as officers of the Members Council. In addition, the Members Council shall elect two at-large representatives for two-year terms on the Executive Committee. Terms will be staggered, with a new representative being elected each year. As with the Chair and Vice Chair (Chair Elect), these two additional representatives shall be selected so that one is from the Florida College System and one from the State University System. In the first year of its operation, the Executive Committee of the Members Council on Library Services will consist of the members of the transition team. The 2012 co-chairs of the transition team will serve as the Chair and Vice Chair. The first Chair will be from the FCS while the Vice Chair will be from the SUS. The four at-large members of the Executive Committee will consist of the other two members of the transition team representing FCS and SUS institutions, respectively. After the first year, nominations and elections to the Executive Committee will proceed in the manner described in these bylaws.

(b) Election Process:

- Establish a nominating committee
- Seek candidates
- Conduct election

The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. Each spring the Members Council shall seek members to serve on a Nominating Committee. The Nominating Committee will seek candidates from the Members Council and recommend a slate of candidates to be voted on at the Annual Member’s Council Meeting in June.
## FLVC Executive Committee Nomination Form

**Slate of candidates for 2015-16:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Length of Term</th>
<th>Name of Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair-Elect</td>
<td>3-year Term</td>
<td>Ray Calvert—Pasco-Hernando State College</td>
</tr>
<tr>
<td>FCS at-large Representative</td>
<td>2-year Term</td>
<td>Tracy Elliott—State College of Florida, Manatee-Sarasota</td>
</tr>
<tr>
<td>Secretary</td>
<td>1-year Term</td>
<td>Kathryn Miller—Florida Polytechnic University</td>
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Regular Meeting of the Members Council on Library Services (MCLS)

Minutes

Monday, June 8, 2015 – 1:00 to 5:00 p.m. ET
Tuesday, June 9, 2015 – 8:30 to 11:30 a.m. ET

Florida SouthWestern State College | Lee Campus | Classroom Building (Building U), Room 102 | 8099 College Parkway | Fort Myers, Florida 33919

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 Foegen (PolkSC), Rebecca Frank (SPC, representing Joe Leopold), Bill Garrison (USF), Karen Griffin (HCC), Janice Henderson (NWFSC), Isabel Hernandez (MDC), Kay Hogan (NFCC), Renee Hopkins (CC), Brian Kelley (PBSC), Lori Kelly (FKCC), Jean Larsen (SSC), Victoria McGlone (FSCJ), Tom Messner (FSC), 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), Christina Will (SJRCC), and Julia Zimmerman (FSU).

Guests: Valerie Boulos, Cindy Campbell, Carla Clark, Pam Northrup, and Jean Phillips.

FLVC Staff: Ellen Bishop, Claire Dygert, Tammy Elliott, Lucy Harrison, Don Muccino, Lauren Sproull, Ashley Thimmes, and Shawn Wilson.

Call to Order
Chair Henderson called the council together for introductions of new MCLS members: Erica Wayne—Dean and Director, Seminole State College; Lisa Valentino—Associate Vice President, Academic Services, Seminole State College; Sarah Wiggins—Dean, Broward College; Carol Hixson—Dean of Libraries, Florida Atlantic University (beginning in August); and Chris Fullerton—Director of Library and TLCC, Polk State College. The meeting was officially called to order at 1:08 p.m. There were no changes to the agenda.

FLVC Update
Library Services Update
Prior to the meeting, Harrison distributed a document with library services updates from FLVC. During the meeting, she expanded on the updates. She clarified a statement she had made in the updates about the State University System’s (SUS) proposal for billing each other for lost books. She had written in her update that it was a $100 flat fee, which was correct, but the fee is actually tied to the index in the (formerly ). The colleges have not adopted the proposal, so the Resource Sharing Standing Committee (RSSC) will continue discussing whether they want to do something reciprocally statewide.

Harrison elaborated further on the FLVC Help Desk project that will allow library directors to see all cases that have been entered for their libraries. Some of the FLVC staff notes in specific fields will be visible in open tickets and staff are working on the best way to display those in the system.
FLVC is also working with the University of Central Florida (UCF) to acquire some learning tools interoperability (LTI) code. UCF is willing to share the code with FLVC and a contract is almost in place. This code will help FLVC in their effort to implement a statewide solution that could possibly integrate with CANVAS.

Organizational Update
Muccino reported that all FLVC staff, assets, and contracts have been completely transferred over to the University of West Florida (UWF). The organization is no longer under Sunshine Law. It now sits under the Complete Florida Plus Program and reports to Pam Northrup, Associate Provost and Academic Innovation Executive Director, at the UWF Innovation Institute. The advisory structure for FLVC will continue with its two members councils—which are no longer voting bodies but rather information gathering and fact-finding groups—and a new Executive Advisory Council (EAC). The EAC will help shape the strategic direction of FLVC, ensuring that services and products align with statewide needs. The group is comprised of representatives from Florida's K-12 public schools, colleges, universities, and the business community, and was seated in March.

Internally, FLVC's Tampa office went virtual in February and all of those staff are now working from home. Also, the lease for the Gainesville offices was extended and as part of that, FLVC was able to negotiate some much needed improvements, including accommodations for ADA.

Muccino noted that moving forward, the organization would like to begin working to stand up the Florida Academic Library Services Cooperative (FALSC) and begin addressing in earnest the needs of the K-20 system in terms of distance learning and student services. The new, enhanced online course catalog is in production. Muccino shared screenshots of some of the new features and noted the new institutional profiles that have been developed on a new student-facing website, which will be launched in July.

FLVC.org Website Redesign
Muccino shared some screenshots of FLVC’s upcoming new website. Mindpower (a design firm from Atlanta, Georgia) was hired to lead the organization in the development of the new site, which will now be branded as FloridaShines—Florida’s Student Hub of Innovative Educational Services. The site will have a mobile interface. Also in development is MyCareerShines, an expanded education career planning tool powered by career guidance solutions company Kuder®. This site has a planned launch of fall 2015, and will have areas for assessments, exploration of occupations, and assistance with developing education plans.

Harrison added that in conjunction with the new FloridaShines website, FLVC is also revamping its library staff resources site. The new site will replace the legacy FCLA and CCLA sites. An internal project team is currently undergoing a review of all the content on the current sites. Because of the amount of content, Harrison noted that even when the new site is released, some of the content may lead users back to the old websites until the new site has been fully fleshed out.

Legislative Update
Northrup joined the meeting to give the council an update on how the special legislative session will impact FLVC. She reported that while there is no final budget at this point, currently both the House and Senate budgets have a restoration of the $5 million non-recurring reduction from the previous year. Northrup noted that if the funds are restored, then FLVC would be able to initiate the next-gen ILS process. There would be time in the first year to build out a detailed implementation plan, and additional funding would need to be requested in a legislative budget request (LBR) for years two and three.
In addition to that, a new LBR will be needed for STEM e-resources, since the previous request was not funded. Northrup plans to put the two LBRS forward for the 2016 session.

Northrup also reported that a request has been made for FLVC to retain the name of the Florida Virtual Campus for one more year. That request has been granted. However, a new name for the organization will be established, as there are key stakeholders who feel that FLVC is not the ideal name for what the organization does.

Northrup also addressed how the restoration of the $5 million impacts e-resources for the upcoming year. FLVC is considering taking one additional year to maintain the current collections, while working on a plan that will continue to meet needs and expectations in the years ahead. The legislative staffers have asked us to give them language so that statute can be written more appropriately and in a way that benefits everyone. In the meantime, Northrup stated that she would like for the group to have more conversations about resources that the colleges and the universities are sharing (currently 12%) and ways to possibly increase that percentage. She added that Janice Gilley, Associate Vice President of Community and Governmental Relations at UWF, represents the Florida Virtual Campus to the Legislature, and she talks to all of the institutional governmental liaisons. Council members thanked Northrup and Gilley for their work on their behalf.

**Strategic Planning for the Florida Academic Library Services Cooperative (FALSC)**

Northrup led the group in a planning exercise to start the process of envisioning what services the Florida Academic Library Services Cooperative (FALSC) could offer in the near and distant future to both on-campus and distance learning students. Council members divided into four groups. The following ideas were captured in regards to technology, trends, political and financial issues, and student success, and the roles of libraries in each.

### 1. Technology

**Verbal Comments from Overall Group Discussion**

- I think that there might be two things that will happen. In the future, e-resources vendors will market directly to the students. Interest in textbooks that allow students to work within the textbooks—answer the questions and do their homework assignments within the textbook module. The textbook will also have a calendar reminder alerting the student when an assignment is due. We will need to learn how to embed our lib guides in those textbooks, which will require libraries to work more closely with the vendors to create a textbook that will provide them with a complete environment.

- Virtual learning commons where students can get learning tool kits so librarians can help them with all of their classes but they have to go to the learning management system front door, so it gets embedded in Canvas or Blackboard or D2L. The personalization of the courses. So for us in the libraries we’re trying to get into every my comp lab or my IT lab course embedded in so that they know where the library resources are located. So those are two big chunks that I see.

**Comments from the Group Captured on Flipcharts**

- ILS is background to deliver what student want when they want it
- “Selfie Help” Facetime help
- Old structures are for us (website, ILS) now for them—don’t make them think—just deliver
- Less choice more structure that directs choices
- Directional help based on their needs
- Students participate actively in their education
• Tied to antiquated structures to identify items (citation punctuation)
• Interactivity is vital to our world
• Simple interfaces that allow multiple formats
• User centered (don’t make me think)
• Relationships with IT are a challenge

2. Trends

Verbal Comments from Overall Group Discussion
• To the Makerspaces idea, part of that is because we are moving forward in digital portfolios and since our faculty become more comfortable with the younger and are comfortable with technology and then what happens is they’re using the Web 2.0 tools to assign to their students to produce digital research papers or digital stories. And we have a couple at our institution at Polk State College where they do ask their students to produce digital stories. So I believe if we don’t get on the bandwagon for makerspaces then they’re going to be developed somewhere else on campus. It’s a great opportunity for us to engage in this trend to promote what we’ve always promoted and that is student learning.
• Big Data—many of the large research colleagues are managing these already.
• Scholarly communication. In other words how to deal with the publishers, how to publish the whole spectrum from the graduate student, the whole research lifecycle, all of that.
• Output of research and classroom assignments that is no longer paper—the whole format of what it is has changed to such things as 3D (STL) formats, video stream, and mashed up formats.
• Support for data mining our licensed content. Data digitalization. Integration of our GIS services with data support for digital humanities research and creation. One stop shop for students
• Buying stuff either in print or electronic format because the patrons are using them; not buying things just to be buying them.
• Open educational resources (OER) and combining that with the expertise of librarians to work with faculty to create alternative learning materials—leveraging our subscription materials and combining it as appropriate with OER with the value add of the expertise of the librarians

Comments from the Group Captured on Flipcharts
• Digitization...portfolio, preservation, format e-resources, e-text
• Space—needs one, but remain—growth
• Reaching diverse users from vast starting points
• Tech support growing needs/analog needs grow too
• Want help—Don’t want to have to know where—want help
• Institutional repository—knowledge management of whole campus—morph of archive of past
• Push institutional repository thru catalog for local discovery
• D.D.A.—patron driven dynamics
• Big Data/Preservation/sharing across users
• Open access initiatives—get more faculty on board
• Open access textbooks
• Scholarly communication librarian—trends/advice?
• Getting faculty on board with open access textbooks
• How to get folks to switch—hooked on X,Y,Z of publisher texts
• Librarian as super hero

3. Political and $$

Verbal Comments from Overall Group Discussion
• For-profit education and how the view of that has changed recently.
• Changes on the federal level related to accreditation. Regional accreditation will probably end in a few years and be replaced by type of institution accreditation.

Comments from the Group Captured on Flipcharts
• Affordable education
  o E-Texts—over simplified concept
• “Liberal” being developed
• Jobs and career only outcomes of education that matters
• Lack of understanding about what colleges/universities do (Assault on public employees)
• Political timing—D gov’s administration—now the “me gov”—political expediency
• Expectation vs. resources—unrealistic/mismatch
• Lack of facts—in media, etc
  o Student debt example
• Political landscape—Education as a public good vs. commodity (job vs. educational benefits)
• Older student with political interest and power
• Political deadlock
• Traditional conservative vs. liberal perspectives of education—Higher Education Act renewal
• Economic—Climate is strong but dollars not being allocated necessary for education

4. Student Success

Verbal Comments from Overall Group Discussion
• Meet on a regular basis
• Ask-a-Librarian
• Make library instruction online
• More and more lib guides
• Proxy server for remote login; ship digital materials
• Allocating librarian position to be an advocate for any library students not on the campus
• Use of Smartthinking—use of two online tutors in order to reach distance learning students
• Embedded librarian for new programs
• Increasing virtual reference
• Helping faculty to find the correct e-resources so they can help the students
• Partner with other departments on campus
• Increasing the percentage of the monograph budget going to e-books
• Shifting percentage of budget for buying e-books
• Putting titles in PDA accounts so if students need them we’ll purchase them
• Increase in all types of digital e-content
• Library portion to the general online orientation, which is mandated to all students
• Accommodate more collaboration—quiet areas, other areas for devices and screens
• Longer hours to accommodate various student hours
• Disability support services and ADA compliance
• Help with non-library issues
• First year experience librarians
• Collaboration with the writing centers to provide tutorial services
• During certain times of the year, set up a computer classroom to provide services for students that are trying to become a student of the institution
• Established a shared service desk with writing center, IT help, and library help
• Tutoring services at the library full-time
• Working on have librarians embedded in the living learning community; regular student research colloquiums; host events that bring in the community to help bridge communications between students and the community
• Replicating physical services online

Comments from the Group Captured on Flipcharts

• Discovery + CMS = One click access
• Legislative move to make remedial courses “optional” (students that opt-in are more needy)
• Face-to-face support for each class
• No separate logins! SSO. Seamless access
• Advising, admission, registration: all online
• So much available; “What do I need? I’m confused!”
• Need faculty buy-in
• Online one-on-one HELP; LIVE WITH RESEARCH PROCESS
• Textbook costs, delays in purchasing; need alternatives
• Just-in-Time services (not just at orientation)
• Context-sensitive held (guide on the side)
• Additional support for students that don’t opt-in to developmental education
• How do we deliver instructions to students we never see (even virtually)
• Lots of direct contact with faculty; marketing includes Facebook and Twitter
• Class-specific, targeted instruction based on class assignments; extra credit helps
• Lots of student using libraries (in-person and virtually) but even more do not (can we identify them and ask why)
• Great support from faculty in gateway courses
• Tutoring centers in the library
• As more courses move online or hybrid, will that limit libraries working with faculty for instruction?
• Faculty support is critical to integrate into courses
- Try to be really helpful to adjuncts. Copier services, faxing, scanning, printing. We can be their office, since they don’t have real one.
- Modular session taught by library integrated into course.
- ID machine in library
- Be creative
- Make it easy for faculty and students

Reports from FLVC Standing Committees and Task Forces

Collection Management and E-Resources (CMESC)
Boulos presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Highlights of that report included the committee’s efforts to put together an e-book deselection task force on the college side for some of the shared collections, and making note that the committee is currently in a holding pattern while legislative decisions are made regarding e-resources.

Digital Initiatives (DISC)
VandeBurgt presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Highlights of that report included the committee’s focus on the migration of PALMM materials from DigiTool and the announcement that the Islandora PALMM site is in production.

Resource Sharing (RSSC)
Baker presented this report on behalf of the RSSC. Prior to the meeting, a detailed report of the committee’s activities was distributed. Highlights of that report included announcements about a survey that will be sent to all the institutions to gather feedback on how the institutions feel about putting media items in the UBorrow/Aleph ILL systems and other issues, and that the start date for use of geographical tiers will be July 1.

Technical Services
Campbell presented this report. Prior to the meeting, a detailed report of the committee’s activities was distributed. Highlights of that report included their work to formalize their technical services mentoring program and work on the Council of State University Libraries (CSUL) recommendations for database cleanup.

User Interfaces
Prior to the meeting, a detailed report of the committee’s activities was distributed.

Open-Access Textbooks and Educational Resources Task Force (OATER)
Dygert reported that the OATER Task Force has met once and is scheduled to meet briefly again today. At their introductory meeting, they talked about what institutions are doing throughout the state. They would like to do a survey to gather even more feedback. Members of the task force attended the FLVC Regional Meetings to give a presentation on OERs. Dygert stated that she feels like there is a lot of enthusiasm on this topic and the task force will continue to see what can be achieved.

MCLS Processes and Procedures
Update from Operating Procedures Task Force
Henderson led the council in discussion on ways that the group can move forward since they are no longer a voting body under Sunshine Law, but will now function as an information seeking and fact finding group. She wanted to discuss ways to document decisions and ensure that the information gets to the right places, whether it is to FLVC, Pam Northrup, Janice Gilley, the Legislature, or the new EAC. Henderson stated that she is also looking to help the group find a better way to make decisions. Previously, the council used aye and nay to cast their votes, and in some cases roll call votes. However,
voting did not really seem to be a satisfying way to decide things because there were some SUS council members who felt that the voting was weighted more towards the college system since it has more institutions.

Through a lengthy and detailed discussion, the council affirmed multiple times that a process needs to be put in place that documents what decisions were made and how they were arrived at. In addition to that, council members felt that it is important to document the issues that the outlier institutions have as well. In the process, they want to ensure there is a procedure where they always document the issues that come along with various decisions, what the potential ramifications are for some of the institutions involved, and why the group is in favor of it or not. There should be a nuanced way of capturing all of the opinions and not allowing quantity to outweigh what the immediate needs are.

They noted that it is also possible that special caucuses could be initiated to gather the pros and cons of a proposal, develop alternatives to the proposal, and representing each side, work on putting together a proposal that will better meet everyone’s needs. The use of white papers was also discussed. While the council realizes that they are no longer a formal voting body, amongst the group, there may come a time when straw voting or opinion polls could be used.

During the discussion, it was noted that because each institution is so different, many factors will need to be taken into account when making recommendations and decisions, including the system, the size of the institution, the clientele the different institutions serve, and the different purposes they each have. Also, they want to be sure that whatever they come up with adds value, especially because of the hard work the standing committees do. As the overseeing group they feel like it is their responsibility to make sure that they have all of the information they need.

Henderson noted that other players in this process include the SUS Council of State University Libraries (CSUL) and the FCS Learning Resources Standing Committee (LRSC). Each of these groups’ membership contains the membership of the MCLS. This is important because these groups meet at various times throughout the year, meaning that there could be different bodies weighing in on issues that perhaps the other group has not had an opportunity to discuss.

Council members also want to hold FLVC accountable and suggested that anytime FLVC makes a recommendation to Northrup, that there be an indication of whether they solicited discussion from the council on the topic. There was also talk about resurrecting conversations on the MCLS listserv, which had not really been used during the time that FLVC operated under the Sunshine Law.

Henderson stated that she and other members of the Operating Procedures Committee Task Force will take this conversation and use it to help shape a draft of new operating procedures.

Announcement of Committee Appointments
Prior to the meeting, a document was distributed detailing all new and current committee members and their terms. Most new appointments will end in June 2018.

Election of Officers
The slate of officers for the coming year was presented. Calvert had been nominated for Chair-Elect for a 3-year term. Elliott had been nominated for the FCS at-large Representative for a 2-year term. The nomination for Secretary for a 1-year term was Kathryn Miller.

Motion: Driscoll moved to accept the slate of officers as presented. Prestamo seconded the motion. Motion approved.
Next-Gen ILS Update
Phillips and Bishop gave the council an overview of the processes followed by the Next-Gen ILS Task Force and their recommendations for the next-gen ILS. Phillips, chair of that task force, noted that they are still under a non-disclosure agreement about the particulars of the proposals. The ITN was released at the beginning of December. The process was led by Angie Jones, Director of Procurement and Contracts at UWF. While their task is complete, Jones has asked them to remain on standby as next steps are determined regarding a negotiation team.

Bishop, FLVC liaison to the task force, reported that there were 11 evaluators who were supported by 40 reviewers throughout the state. After the ITN was released in December, the vendors were allowed a two-week period to ask the task force questions. Following that, the task force had a week to submit responses to the vendors, and then they received the actual proposals on January 16. The task force did the scoring on the written proposals on February 4. They scored vendor proposals from Ex Libris, OCLC, and Innovative Interfaces, Inc. (III).

From the scoring of the proposals, they decided to invite Ex Libris and Innovative Interfaces, Inc. in for live demos, which occurred February 17-18 at the FLVC Gainesville offices. After the demos, the task force put out a library staff survey to gather feedback on the demos, which were open to all FCS and SUS library staff. The task force was also allowed a period of time after the demos to ask follow-up questions of the vendors.

The task force held a face-to-face meeting in Tallahassee at FLVC on March 10 for the final scoring to determine a top vendor. During that meeting, the evaluators were constantly called upon to offer their insight on the pros and cons of each area of the ITN. In addition, some reviewers were present at the meeting, both online and in-person, to offer their input. At the appropriate time, evaluators were handed a scoring sheet to mark their scores, but flexibility was allowed, and the members could change their scores if they felt inclined to.

Finally, at the time of voting, the task force was given three options: 1) go with the vendor with the highest score, which was Innovative Interfaces, Inc., 2) choose not to proceed with the whole procurement, and 3) go with the vendor with the lowest score. Seven evaluators chose III as their first option, with not proceeding with either vendor as their second option. Four evaluators voted for not proceeding with either vendor as their first option, and selecting III their second option. The task force decided to move forward with recommending a contract be offered to III, with the caveat that the implementation be scheduled out over two years.

All evaluators were asked if they could support the recommendation, and all acknowledged that they could, including the four who had initially preferred not to proceed. The Evaluation Team recommended that the ILS be bundled with the discovery tool, and include the link resolver and the central index. The team did not see the cost proposals except for a very short period of time, so those did not have a lot to do with their decision-making.

Phillips elaborated on Bishop’s overview and added details about the recommendation itself. A copy of the formal recommendation that was sent to Northrup was distributed to all members. The recommendation letter is public record and members are free to share it with their staff, but any requests from someone outside their library would need to be directed to Angie Jones.

Phillips noted that there were clear differentiations between the vendors at the end and some members felt like neither of the systems met their definition of a next-gen system, even though they were an improvement over Aleph. The discovery tool piece of the III system would replace Mango, Primo, Primo
Central, SFX, and MetaLib, but not Islandora and Sobek since it is not a fully functioning digital asset management system. They thought that an extended period of time was helpful because of data cleanup and they want to allow for anything unplanned during migration.

Phillips mentioned that one of the last things the task force did was draft a substantial document of negotiation points. It included things that they were not sure were included in the price, items that they definitely felt were, and a recommendation for penalties if the vendor did not deliver the things on the items specified in the contract.

Phillips also noted that moving forward she thinks the council should have more discussion on a process once we go with Innovative to look at Encore Duet with EDS with Sierra and their data, and compare that to Mango. Some people are still concerned that we are going to lose UBorrow and other features that were customized for us in Mango. She stated that each one of the task force members had discussions about their relationship with FLVC, what they want FLVC to do, and what they want to do themselves. That would be another good conversation for the council to have. The task force realized throughout this process that the vendors had many options on how to configure a system for a consortium because there are a lot of configuration options. They also realized that we need to seriously consider prioritizing policies, because it is a lot easier to support a system and to work across institutions if we have some consistent policies.

Management (UWF) is recommending that we make a formal commitment with III. If the $5 million gets restored to FLVC, then we can suggest we move forward with a 2-year implementation and nail down the critical pieces in a planning process. We could get started by looking at the discovery tool and discuss the structure of the products and the system, figure out the committees, build out a detailed migration schedule, and even talk about overlap and downtime. We could also get access to the system so that we can explore it and determine what we need to agree on, and see what kind of code the system has and begin working collaboratively.

**2016 Statewide E-Resources Update**

Dygert stated that FLVC has been moving forward with the plan to implement the 60% shared collection. The CMESC surveyed all institutions to determine the level of interest in picking up lost products. She noted that the day before, Northrup said that it is unlikely that we will need to implement the 60% shared collection for 2016. That means we can delay making a change to the collection until 2017 and have more time to talk about the appropriate direction. While we are in a holding pattern, we anticipate impacts because we lost $245K to our budget last year and also brought Florida Polytechnic University (POLY) onboard. We are thankful, however, that our vendors have really been working with us to keep increases in costs minimal. Last year, our overall increase for the entire collection was around 1.2%, which included the cost of adding POLY. However, at some point we will be faced with increases. Vendors have included in pricing to individual institutions some increases that FLVC has not negotiated. The committee would like to use this to convey impact because that can show how much it cost for FLVC to get products for the state, as opposed to the institutions having to do it individually.

The CMESC would like for the council to be cautious about calling this a status quo collection next year because there is a little bit of flexibility to refresh some of the older content, as long as both systems continue to share the same resources, as the Legislature’s ultimate goal is for them to share as much as possible. The old Wilson content is the best example of content that needs to be refreshed. EBSCO bought Wilson a few years ago, and they have merged the Wilson content with some EBSCO content into new databases, called “Source” databases (Art Source, Education Source, etc.). The committee wants to take the step of upgrading this content, but most of the collection will remain the same. We may have to cut a few products, because of inflationary price increases and no increase in the budget.
To add to this, Northrup stated that it would be nice to talk about the shared collection and what recommendations the council can make moving forward to widen the range of collections the two systems can share collectively. They would of course want to be realistic to create minimal impact, but at the same time look into getting as many new products as possible added to the collection. She stressed that the window is very short this year to be able to provide statutory language and to really think about the scenario for next year. But it seems like an incremental increase forward to share more and maybe have the CMESC figure out long-term if there is a place that we want to aspire to with the shared collection, which in turn will give us something to share with the Legislature. Council members suggested that when we paint our picture for the Legislature, products that are paid for locally for one system but centrally for the other (like JSTOR) should probably be included.

Boulos mentioned that it would be very helpful for the committee if they got some input and direction for a new scenario for 2016 so they can determine what databases would need to be dropped in order to balance the budget. The timeframe would be to develop new scenarios before ALA, which is a couple weeks away. It is a great opportunity for Dygert and Scott Schmucker, also of FLVC, to meet with the vendors and start negotiating.

The council agreed that it would be good direction to focus on if there is enough expressed interest to upgrade. This group will be meeting again in September, and at that meeting, they would like to have some discussion about options for upgrading the 2016 collection.

Dygert noted that there is still some work to do with the group licensing process, which will launched by August.

The council discussed how to tell the “story” to the legislators of e-resources usage, impacts, and our past, and how we could share that information in a way that helps them understand the finances of e-resources and the impact on students and faculty who work with the students.

**Members Council on Distance Learning (MCDLSS) Update**

*Joint Meeting: Setting the Stage*

Henderson noted that this would be the first time that both members councils, as they are structured now, have had a joint meeting. The meeting will be held immediately following the MCLS meeting.

**New Business**

*Future Meeting Dates and Locations*

The next potential meeting time had the council meeting in conjunction with CSUL in September and December. Henderson noted that the Executive Committee will work on those exact dates in an upcoming meeting and notify the council once they have been established.

**Adjournment**

The meeting adjourned at 11:30 a.m.