



**Executive Committee of the
Members Council on Library Services (MCLS)
Conference Call**

Agenda

Wednesday, April 20, 2016 – 2:30 p.m. to 4:00 p.m. ET

Dial-in Number: **1-888-670-3525**

Participant Passcode: **575 614 9391** followed by the # key

2:30	Call to Order	Anne Prestamo
2:30 – 2:35	1. Approve March 21, 2016, Meeting Minutes	Anne Prestamo
2:35 – 3:20	2. FALSC/FLVC Updates A. Next Steps with Kate Nevins B. Executive Director Search Update C. Innovation Institute Organizational Chart	Pam Northrup, Lucy Harrison
3:20 – 3:25	3. MCLS Processes and Procedures A. Approve June MCLS Draft Agenda Topics B. Nominating Committee Update	Anne Prestamo Janice Henderson
3:25 – 3:35	4. Working Group Updates A. E-Resources Framework Working Group B. Decision Making And Authority Working Group C. Go-Live Criteria Ad Hoc Group	Anne Prestamo
3:35 – 3:45	5. Next-Gen ILS Update A. Approve <i>Next-Gen ILS Planning and Implementation Framework</i> B. Contract Status, Next Steps, and Communication C. Working Group Application Review	Lucy Harrison, Janice Henderson, Anne Prestamo
3:45 – 3:50	6. Statewide Delivery Service Cost Increase	Claire Dygert, Lucy Harrison
3:50 – 3:55	7. Executive Committee Meetings A. Future Topics B. June EC Meeting Date Poll C. Next Meeting Date (May 18, 2016, 2:30-4:00 p.m.)	Anne Prestamo
3:55 – 4:00	8. New Business	Anne Prestamo
4:00	Adjournment	Anne Prestamo

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

Minutes

April 20, 2016

A meeting of the Florida Virtual Campus (FLVC) Executive Committee (ExCom) of the Members Council on Library Services to discuss regular business was called to order at 2:33 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Bob Dugan (UWF), Kathryn Miller (FPU), Ray Calvert (Pasco-Hernando), Janice Henderson (NWFSC). Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Lucy Harrison, Claire Dygert, Pam Northrup, Kate Nevins, Tammy Elliott, Ellen Bishop, Dave Whisenant, Linda McCarthy.

Excused from Meeting: Anne Prestamo (FIU), Tracy Elliott (Manatee-Sarasota).

Ray Calvert, Chair Elect, called the meeting to order at 2:34pm.

Motion to approve the minutes from the March 2016 meeting was made by Janice, with a minor attendee correction. Seconded by Kathryn Miller. Motion approved by the committee.

FALSC/FLVC Updates

Next Steps with Kate Nevins

- Transition plan being developed. Lucy Harrison will be with FLVC until 5/20. Kate Nevins will be with FLVC until a permanent Executive Director is identified.
- The Directors in place will FLVC will continue with their current duties as assigned.

Executive Director Search

- FLVC Final stages of entering into a contract for a search firm for the Executive Director search.
- Search committee composition has been shared with the Executive Committee of FLVC and one President/Provost from the Colleges and one from the Universities should be added.
- Membership of the search committee was discussed.
- Pam Northrup asked how we appoint who on the Members' Council Executive Advisory Committee would identify 4 (2 University and 2 College) appointees for the Search Committee.
- Bob Dugan asked that any communication calling for volunteers include a timeline of activity involved and commitment required for this search committee.
- The co-chair of the Search Committee is requested to be a member of the Members' Council Executive Advisory Committee. Kimberly Tatum McCorkkel is the appointed second co-chair.
- It was suggested that Members on the Executive Committee who will serve again next year should be considered as the ExCom Co-chair for the Executive Director Search.
- Pam Northrup summarized: We will send out a note to the Members' Council at Large, share the timeline and ask for volunteers to serve on the Search Committee (2 College and 2 Universities).
- Ray Calvert is not available the week of July 25 (tentative date). Janice is willing to be on the committee. Anne is not on the call today, and Anne's input is requested before a decision can be made.

Innovation Institute Organizational Chart

- We have received the draft of the Executive Director position. Please send comments, changes and suggestions to Pam Northrup by Monday, April 25 EOB. The Search Committee and Search Firm may make additional changes to the position description.

MCLS Processes and Procedures

Approve June MCLS Draft Agenda Topics

List of topics sent to Ex Com Members.

- LBR for 2017-2018 FY
- MCLS processes and procedures
- ILS updates
- EResources Scenarios
- FALSC Updates
- Updates from Standing Committees and Working Groups
- Delivery Service

Dugan moved to approve the MCLS Draft Agenda Topics. Janice seconded. Motion accepted.

Nominating Committee Update

Janice Henderson shared that the nominating committee continues to seek the best nominees for ExCom positions beginning in Summer 2016.

Next-Gen ILS Update

Approve Next-Gen ILS Planning and Implementation Framework

- Lucy Harrison asked for additional feedback sought on the framework.
- Clarification: On the Steering committee we have 2 MLCS participants. On the implementation committee we have 2 MLCS participants (one college and one university). Question: Should these be the same two people? The ExCom discussed and decided that, yes, these should be the same two people.

Janice Henderson moved to approve *Next-Gen ILS Planning and Implementation Framework*. Bob Dugan seconded. *With no objections stated, the motion passes.*

Contract Status, Next Steps, and Communication

- Communication went out last week stating the contract was signed.
- Contract is for 7 years, with option to renew for 6 more.
- Data clean-up is being contracted to Backstage Library Works.
- Timeline also reviewed at a high level. A more detailed timeline will be developed and shared at a future date.
- Ellen Bishop stated that meetings with Innovative have happened and first data exports are ready to go out.

Working Group Application Review

Recommendations reviewed and approved by ExCom members with no objections noted. Members for each working group were recorded by FLVC staff.

- Training Working Group.
- Acquisitions/Series Working Group.
- Discovery Interface Working Group.

- E-Resources Management Working Group.
- Systems Working Group.
- Cataloging/Authorities Working Group.
- Circulation/Resource Sharing Working Group.

Seeking Additional Volunteers for the following Working Groups:

- Joint-Use Working Group.
- Discovery Configuration Working Group.

Statewide Delivery Service Cost Increase

\$30,000 increase proposed for next year.

TBLC recommendation: look at volume and make choices based on number of bags moving around the system. Data sent to FLVC to consider 2-3 or 5 day options. Many colleges would drop to fewer days based on volume, most universities would stay at 5. This option would save money.

Lucy Harrison asked for the group to look at what is equitable. All recommendations are based on usage. Data should be presented to Members' Council.

Claire Dygert will prepare a few different options for statewide delivery, all based on data, and bring to the Member's Council.

This issue will come back to ExCom in May and then to Member's Council in June.

Janice Henderson moved to adjourn. Bob Dugan seconded. Hearing no objections, the meeting adjourned at 4:10.