



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

**Agenda**

Wednesday, May 18, 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

<b>2:30</b>	<b>Call to Order</b>	Anne Prestamo
<b>2:30 – 2:35</b>	<b>1. Approve April 20, 2016, Meeting Minutes</b>	Anne Prestamo
<b>2:35 – 2:50</b>	<b>2. Next-Gen ILS Update</b> A. Planning and Implementation Teams B. FALSC Project Support	Lucy Harrison, Ellen Bishop, Dave Whisenant
<b>2:50 – 3:15</b>	<b>3. FALSC/FLVC Updates</b> A. Work with Kate Nevins B. Executive Director Search Update C. Innovation Institute Organizational Chart	Pam Northrup, Lucy Harrison, Kate Nevins
<b>3:15 – 3:50</b>	<b>4. MCLS Processes and Procedures</b> A. Standing Committee Process Update B. Nominating Committee Update C. MCLS Medical and Law Representatives D. Approve June MCLS Draft Agenda Topics	Anne Prestamo
<b>3:50 – 3:55</b>	<b>5. Executive Committee Meetings</b> A. Future Topics B. Next Meeting Date (June 21, 2016, 2:30-4:00 p.m.)	Anne Prestamo
<b>3:55 – 4:00</b>	<b>6. New Business</b>	Anne Prestamo
<b>4:00</b>	<b>Adjournment</b>	Anne Prestamo

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

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**

A. 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 with FLVC will continue with their current duties as assigned.

B. 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 \_\_\_\_\_ 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.

C. 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**

#### A. Approve June MCLS Draft Agenda Topics

List of topics sent to Ex Com Members.

- 1) LBR for 2017-2018 FY
- 2) MCLS processes and procedures
- 3) ILS updates
- 4) EResources Scenarios
- 5) FALSC Updates
- 6) Updates from Standing Committees and Working Groups
- 7) Delivery Service

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

#### B. 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** Claire Dygert, Lucy Harrison  
\$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.

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

**Agenda**

Tuesday, June 14, 2016 – 8:30 to 5:00 p.m. ET

St. Pete College | Seminole Campus | Library Annex Conference Center (Building CC-316) |  
9200 113<sup>th</sup> Street North | Seminole, Florida 33772

**Continental Breakfast**

**Call to Order**

**1. FALSC Strategic Planning**

- A. LBRs for 2017-18 Fiscal Year

**2. MCLS Processes and Procedures**

- A. Announcement of New Standing Committee Appointments
- B. Election of Officers

**Break**

**3. Next-Gen ILS**

- A. Implementation Timeline, Status, Training, etc.
- B. Go-Live Ad Hoc Group
- C. Working Groups and Steering Committees

**Lunch and General Information Session**

**4. 2017 E-Resources Portfolio Scenarios**

**5. E-Resources Group Licensing Process**

**6. FLVC and Florida Academic Library Services Cooperative (FALSC) Update**

- A. Library Services Updates
- B. Legislative Updates
- C. Organization Updates
- D. Executive Director Search Update
- E. Project Updates

**Break**

**7. Updates from FLVC Standing Committees, Task Forces and Working Groups**

- A. Collection Management and E-Resources
- B. Digital Initiatives
- C. Resource Sharing
- D. Technical Services
- E. User Interfaces
- F. Open Access Textbooks and Educational Resources (OATER)
- G. Decision Making and Authority
- H. E-Resources Framework

**8. Future Meeting Dates and Locations**

- September 8-9, 2016—Florida Atlantic University
- November 30-December 1, 2016—University of Central Florida

**9. New Business**

**Adjournment**

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

May 18, 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: Anne Prestamo (FIU), 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, Mike Dieckmann.

Excused from Meeting: Tracy Elliott (Manatee-Sarasota).

Anne Prestamo called the meeting to order at 2:35pm.

Motion to approve the minutes from the April 2016 meeting with the addition of Kimberly Tatum McCorkle's last name was made by Bob Dugan. Seconded by Ray Calvert. Motion approved by the committee.

### **Next-Gen ILS Update**

Next-Gen ILS Project now called Sierra Encore Duet Implementation.

### **Planning and Implementation Teams**

- Ellen Bishop shared: Working group members contacted. First meetings set up. Chairs selected and chairs become part of the implementation team. Working groups will be using Wikis which are available to all.
- Linda McCarthy: ILS Coordinator List now active. Outreach to all library staff on via May 13 webinar regarding the documentation portal. Approximately 200 people attend.

### **FALSC Project Support**

Dave: CIO message went out regarding the ILS contract and implementation date of July. All CIOs asked to identify their contact for the implementation. In-person debriefing with SUS CIOs already happened. In-person briefings with College CIOs later this summer. Separate message sent to Provosts.

### **FALSC/FLVC Updates**

Lucy thanked the group for their support over the last 17 years.

Anne called for a standing ovation for the leadership and support Lucy has provided to all the libraries over the years. Other committee members added their congratulations and thanks.

### **Next Steps: Work with Kate Nevins**

Kate will work with Members' Council and help with Planning and Strategic Direction as we move forward. She will help with communications and will also work with Clare, Linda and Ellen with the daily business of FLVC. Kate is working in a consult model. Ellen, Clare and Linda will report to Mike Dieckmann on an interim basis.

Kate added that she has spoken with several members of the Executive Committee for additional guidance.

Kate is interested in putting out a communication to the full membership with her contact information, and explaining her role at FLVC.

### **Executive Director Search Update**

Ray Calvert and Kimberly Tatum McCorkle will serve as co-chairs of the search committee.

The Committee will include: Provost from Santa Fe College and FSU; Two College and Two University library directors; Three FALSC staff. Full membership of the search committee is included in the ExCom information packet.

First search committee meeting will be this week. Committee members will receive the charge, Sunshine Search rules, and additional directions/information from Greenwood Asher.

Search process: All meetings will be on the phone, with the exception of the on-site visits.

Plan to have finalists on site beginning of August.

Aiming for an October 1 start date.

Noticing of the meeting will happen on the MCLS website. Also, a note will be sent out through the listserv and it will also be on the Search website (website to be launched this Friday).

### **Innovation Institute Organizational Chart**

Innovation Institute chart reviewed. One change to note is the creation of the Unit of the Division of Information Technology. This will better organize IT staff who have worked in many departments.

Pam Northrup went through the chart.

Anne Prestamo noted that when presented to MCLS, it is important to note that the position that was originally Lucy's will be filled. This position will be filled once the Executive Direction position is filled.

Pam confirmed that Lucy's Director position will be filled.

Any feedback on the Organizational Chart updates can be sent directly to Pam.

### **MCLS Processes and Procedures**

#### ***Standing Committee Process Update***

Call for standing committee volunteers has gone out.

#### ***Nominating Committee Update***

Anne noted many departures, including Tracy's which will leave the Nominating Committee to name a new at-large member on the Executive Committee.

Janice Henderson has been seeking nominations for the ExCom MCLS.

Four standing committee member departures also noted.

#### ***MCLS Medical and Law Representatives***

Anne asked if we should ask the Medical and Law Libraries to nominate new representatives.

Janice moves that we call for new Medical and Law Library representatives to be named for MCLS. Kathryn seconded. Motion approved by committee vote.

#### ***Approve June MCLS Draft Agenda Topics***

The agenda was reviewed and various changes to the agenda were made in effort to streamline the agenda and ensure that the necessary information was covered at the meeting.

Noted discussion regarding agenda:

- Kate recommended that like-topics should be grouped together on the agenda.
- Wording on proposal deadlines discussed with Janice and Ellen.
- Janice also asked for significant discussion time, and for the working group chairs to not report at this meeting. But it would be good for the working group chairs to sit in and hear what the MCLS is discussing.
- Wikis that the working groups will be using was a suggested topic, and Anne indicated that this would be extremely helpful.
- Anne noted that we want to impress on people that they are responsible for keeping themselves up to date on the implementation process.
- Also, any update reports from the "Go Live" Adhoc group needs to be added to the agenda, if there is anything to report.
- Standing reports will go out before the meeting.

Revised agenda will be prepared and will go out to ExCom.

#### ***Next Meeting Date (June 21, 2016, 2:30-4:00 p.m.)***

Anne, again, noted farewell to Lucy.

Bob Dugan moved to adjourn the meeting at 4:07. Seconded by Kathryn Miller. Meeting adjourned.