Executive Committee of the
Members Council on Library Services (MCLS)
Conference Call
Agenda
Monday, 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

2:30  Call to Order  Ray Calvert

2:30 – 2:45 1. Welcome from Chair and Committee Introductions  Ray Calvert, All

2:45 – 3:25 2. MCLS Processes and Procedures
   A. Digital Initiatives Standing Committee (DISC) Membership  Anne Prestamo
   B. Technical Services Standing Committee (TSSC) Vacancy  Ray Calvert
   C. MCLS Liaisons for Resource Sharing and User Interfaces Standing Committees
   D. Decision Making and Authority Working Group Vacancy
   E. Agenda Topics for September MCLS Meeting
   F. Future MCLS Meetings (February and June 2017)
   G. Procedural Votes
   H. Process for Replacing NGILS Workgroup Members  Ellen Bishop

3:25 – 3:30 3. Next-Gen ILS Update  Ellen Bishop, Dave Whisenant


3:35 – 3:40 5. E-Resources and Courier Update  Claire Dygert

3:40 – 3:50 6. FALSC/FLVC Updates
   A. Executive Director Search Update
   B. Other Updates  Pam Northrup, Kate Nevins, Pam Northrup

3:50 – 3:55 7. Executive Committee Meetings
   A. 2016-17 Meeting Schedule
   B. Future Topics  Ray Calvert

3:55 – 4:00 8. New Business  Ray Calvert

4:00  Adjournment  Ray Calvert
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Regular Meeting of the
Members Council on Library Services (MCLS) Executive Committee
Minutes

July 18, 2016

A meeting of the FLVC Library Services Members Council Executive Committee (EC) was called to order at 2:30 PM EDT pursuant to notice sent to all committee members. The following committee members were present: Ray Calvert, Pasco-Hernando State College, Kate Nevins (FALSC leadership team), Kathy Miller, Florida Gulf Coast University, Judy Russell, University of Florida, Christina Will, St. Johns River State College, and Anne Prestamo, Florida International University. Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Ellen Bishop, Claire Dygert, Pam Northrup, and Dave Whisenant. Jill Simser recorded the proceedings of the meeting.

MCLS Processes and Procedures

Digital Initiatives Standing Committee (DISC)

Two individuals from the same university applied for a vacancy on the DISC. Jamie Rogers had been co-chair and was slated to become chair. Committee selected Kelly Rowan, unseating the chair.

The issue: Should Jamie Rogers be allowed to serve out her term as chair?

Judy motioned: Continue with Jamie to serve as DISC chair and encourage Kelly to apply again next year. Christina seconded the motion. Motion passed.

Technical Services Standing Committee (TSSC) Vacancy

Two vacancies need to be filled, one (SUS) and one (FCS). Discussion ensued about vacancies occurring shortly after the application period. Alternate members are not in place for standing committees. EC will postpone the decision concerning new members until we look at the applications.

Action: Tammy to send applications to the MCLS EC members.

MCLS Liaisons for Resource Sharing and User Interfaces

MCLS has designated liaisons for standing committees. Two vacancies are needed for RSSC (1) and UISC (1). Past procedure has been for Tammy, on behalf of the EC, to send the MCLS an email requesting a volunteer. The request is accompanied with a description of the liaison’s responsibilities. The process is non-competitive. Liaisons ensure the SC’s written report is available by deadline. The chairs of the two standing committees will send the reports for the September MCLS meeting since no one is in place.
Decision Making and Authority Working Group Vacancy
Pat Profeta moved to another position and is no longer on this ad-hoc working group. Should the EC decide whether the group needs a replacement? Should the group makeup be a balance of the SUS and FCS? Tammy to send the roster to the EC so we can make a decision by email before the MCLS September meeting.

Anne sent the roster and charge of each ad-hoc working group formed at the February 9, 2016 meeting in Ocala. Suggestion was made to send the charge to the groups as a reminder of their task at hand.

Agenda Topics for September MCLS Meeting
- Updates from MCLS Liaisons of FLVC Standing Committees
- E-Resources
- LBR for FY 2017-2018
- E-Resource Reframing Working Group Update—The C urges the E-Resource Reframing Working Group to bring a detailed update to the September meeting. We need a compelling message to support an LBR for 2017-2018. The group is encouraged to contact Janice Gilley at UWF who can help them shape the discussion. She is familiar with the legislative process, and her and staff have the expertise to assist the group in developing an effective communications and marketing message. A message should be ready by February 2017 for the FCS presentation. The LBR due date is June/July 2017. Pam to share LBR timeline at Sept. meeting.
- ILS Implementation Update
- Digital Services
- Updates from FALSC Programs: Updates, Proposals, and Discussions

Tammy will send an email calling for MCLS agenda items. We can approve them at our August meeting.

Future MCLS Meetings (February and June 2017)
- Possible dates:
  - Feb. 13th & 14th, 2017
  - June 5-6, 2017

Procedural Votes
A vote concerning FCS eResource options was taken at the June meeting. Question raised whether SUS members should have voted or not. Procedurally should another entity be involved in a vote that concerns a single entity? Question to be brought to the Decision Making Working Group at the September meeting.

Process for Replacing NGILS Workgroup Members
Three vacancies exist in the NGILS working groups:
- Systems Working Group (1)
- DISC Working Group (1)
- Implementation Working Group (1)
Some groups have alternates but not all. Questions: When a group has an alternate is it okay to ask if the person is still interested. What is the process for replacing working group members? Lengthy discussion ensued. The working groups have started their work. It could be hard to bring the new or alternate person up to speed. The working groups are moving forward and should not have to go through the selection process again. The working groups are better equipped to identify someone who can fill the vacancy and then make a recommendation to the EC rather than us making a decision for them. We should rely on their expertise and judgment.

Motion (Ray): Rely on the recommendation from the working group chair advancing the views of the group on what their needs are in terms of membership. If they have a vacancy, recommend a person or whether the person should be replaced at all. Judy seconded. Motion passed.

Implementation Working Group has a vacancy for an FCS rep. A recommendation for Pat Profeta’s replacement was identified in notes from the LRSC. Lori Driscoll will be the new FCS rep. Ray will inform Lori.

Next-Gen ILS Update - Ellen Bishop
- III is analyzing data from records and extracts
- Profiling spreadsheet – Data migration mapping is going on through mid-Aug.
- Innovative is building the production server with the configuration
- Encore/Duet setup questionnaire has been distributed to the FCS and SUS
- Working groups had an overview training recently
- Working groups are being trained in the functional areas now
- Communication – FALSC newsletter, new section on FALSC concerning integration for all the communication
- Steering Committee met last Friday
- Implementation Committee meets every other Monday

Discoverygarden Report
A detailed, diagnostic report on Islandora was shared with the EC. We are about to hire DG to help us plan for future needs. EC raised several questions: What are we scaling up to? What are we planning for? Claire will present the report and future needs of Islandora at the September meeting.

E-Resources and Courier Update
FLVC approved a non-eResource vendor credit of $87,000.00 be allocated to FALSC to use to offset increasing costs for E-Resources in 2017.

FALSC sent a statewide delivery service survey about the revised delivery schedule. Most institutions responding agreed to 3-day stops based on the number of sent deliveries. FALSC was able to accommodate everyone’s needs.

FALSC/FLVC Updates
Executive Director Search Update – The field has narrowed to four candidates whose references are being checked. The ED Search Committee will meet July 29th, 2016. Aug 16 and Aug. 17th Candidates will be in Orlando to meet and greet.
**Executive Committee Meetings**
The 2016-17 monthly meeting schedule is forthcoming. The third Thursday of the month from 2:30 pm – 4:00 pm was proposed as a regular meeting date and time. So far: Aug. 18th - 2:30 pm – 4:00 pm.

**New Business**
No new business.

4:21 pm Adjournment.