

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

Wednesday, September 20, 2017 – 2:00 p.m. to 3:30 p.m. ET

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

Participant Passcode: **727 604 9785** followed by the # key

Committee Members: Raymond Calvert (PHSC), Brian Doherty (NCF), Karen Griffin (HCC), Tom Messner (FSCJ), Kathy Miller (FGCU), Judith Russell (UF).

2:00	Call to Order	Kathy Miller, Chair
2:00 – 2:05	1. Approve August 20, 2017 Meeting Minutes	Kathy Miller
2:05 – 2:35	2. MCLS Processes and Procedures	Kathy Miller
	A. Term Lengths for TAOERSC and LASC (<i>We are awaiting a response from Sarah Norris (UCF) for TAOERSC and Angelica Cortez (PBSC) for LASC; all other appointees have accepted the appointment.</i>)	
	B. CMESC Vacancy (Shelly Schmucker, TCC)—Need FCS Member (<i>The CMESC membership will be an unexpired term beginning immediately and ending December 31, 2019.</i>)	
	C. Rescheduling of September MCLS Meeting	
	D. Confirm Next MCLS Meeting Dates	
	i. December 7-8, 2017 (FLVC, Tallahassee)	
	ii. February 2018???????	
	iii. May 15-16, 2018 (UCF, Orlando, FL)	
2:35 – 2:50	3. Update on Reciprocal Borrowing Agreement	Wendy Ellis
2:50– 3:10	4. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant
3:10 – 3:20	5. FALSC Updates and Briefings	Elijah Scott
	A. Hiring Update	
	i. Director of E-Resources	
	ii. Director of Digital Services and OER	
	iii. Director of Library Support and Training	
	iv. Library Services Analyst	
3:20 – 3:25	6. Executive Committee Meetings	Kathy Miller
	A. Future Topics	
	B. Confirm Next Meeting Date	
	i. October 18, 2017	
3:25 – 3:30	7. New Business	Kathy Miller
3:30	Adjournment	Kathy Miller

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

Wednesday, September 20, 2017, 2:00pm – 3:30pm

MCLS Executive Committee Members Present: Raymond Calvert (PHSC), Karen Griffin (HCC), Tom Messner (FSCJ), Kathy Miller (FGCU), Judith Russell (UF). Absent: Brian Doherty (NCF)

FLVC Staff members present: Ellen Bishop, Joni Branch, Tammy Elliott, Wendy Ellis, Susan Rodgers, Brenda Rutten, Scott Schmucker, Elijah Scott, Dave Whisenant

Online meeting called to order at 2:00 by Kathy Miller, Chair

Approved August 20, 2017 Meeting Minutes with small edits to names.

Motion to approve: Calvert; Second: Messner

MCLS Processes and Procedures Discussion

Kathy Miller

-Term Lengths for TAOERSC and LASC members were discussed. Recommendation for committees to determine staggered 2 and 3 year appointments to avoid all members retiring at the same time. Miller will work with Committees to select an "organizing member" to begin organizing the Committees. Committees to help decide which members rotate which schedules.

-Committees appointments will run (as other committees) from July 1- June 30

-Miller and FALSC staff will reach out to appoint committee members who have not yet responded (likely due to hurricane delays).

CMESC Vacancy

Miller will reach out to the FCS institutions to seek applications for the open CMESC membership for the balance of Shelly Schmucker's term as she leaves the Committee. The position will fulfill the unexpired term beginning immediately and ending December 31, 2019.

Rescheduling of September MCLS Meeting

Miller will work with FLVC staff and poll the membership to find a calendar date for an "online" replacement meeting date. Discussion about late October or early November as potential best dates.

Confirm Next MCLS Meeting Dates

-December 7-8, 2017 (FLVC, Tallahassee) confirmed

-February 2018: discussion about conflict with ALA Midwinter meeting. Miller will work with FLVC staff to poll membership for appropriate meeting day/time.

-May 15-16, 2018 (UCF, Orlando, FL): confirmed

Update on Reciprocal Borrowing Agreement:

Ellis provided report on Resource Sharing Committee activities. Committee is working to recommend standardized loan periods across the institutions. RSC hopes to make a policy recommendation in the near future.

Update on Sierra / Encore Duet Implementation

Bishop and Whisenant provided brief updates on Sierra Encore project.

- Sierra and Encore platforms have been updated to the latest versions.
- Database loads complete in September.
- Test packets being sent to ILS Coordinators the week of September 25th. Important for all sites to test features and functionality.
- Request testing results sent back in October for feedback to Ill.
- Paging feature feedback from members is due back to Whisenant asap to allow Ill time to work on development.
- Staff permissions spreadsheet due back from members to Rutten asap.
- Authentication processes currently on target for members. Testing for authentication planned for October.
- User Training survey currently outstanding and requested to be returned to FLVC asap to plan for spring 2018 training sessions.
- Load testing of records from supporting systems to be conducted in October.
- Course reserve survey completed. Data being evaluated to determine impact on specific institutions.
- APIs for ERP/Sierra patron data interchange in progress.
- Overall, system development is currently on track with December 2017 targeted as the period when most system development should be completed and ready for review and final testing in the spring of 2018.

FALSC Updates and Briefings

Scott provided hiring updates on the status of the open positions for Director of E-Resources, Director of Digital Services and OER, Director of Library Support and Training. Sizable application pools have been gathered from a national search for each position. UWF selection committees have been created. Interviews will be held under Sunshine rules and open to input from the membership.

Library Services Analyst: Very close to completion of hiring process for the position. Potential position start date of October 9th, 2017

Executive Committee Meetings

Next Executive Council Meeting Date: October 18, 2017

Future Topics

Miller asked for potential future topics of the membership. Discussion included:

- Presentation of new FLVC Strategic Plan.
- Presentations from each of the new FALSC Directors (spring 2018)

New Business

Scott informed the group that the FLVC OER Summit was to be rescheduled. Not date yet determined. Challenges exist with rescheduling the event as many outside speakers were participating.

Smucker provided a brief update on the ongoing online database participation survey. Encouraged submitting survey on time to keep the selection/ quoting process within the assigned time frame.

Meeting adjourned 3:00 pm

Minutes respectfully submitted: Messner