



**Executive Committee of the
Members Council on Library Services
Conference Call
Agenda**

Monday, April 15, 2013 – 10:00 a.m.-12:00 noon EDT

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

Participant Passcode: 2368036738 followed by the # key

10:00 a.m.	Call to Order	Lori Driscoll
10:05	1. Task Force Updates	
	<ul style="list-style-type: none"> • Shared Bib • Collection/eResources • Resource Sharing/ILL • Discovery Tool Task Force 	Lori Driscoll Brian Kelley Julia Zimmerman Bill Garrison
10:15	2. Update from Members Council on Distance Learning and Student Services	Ruth Ann Balla Debbie Robinson
10:20	3. Review Form for Getting Action Items on Members Council and Executive Committee Agendas	Lucy Harrison
10:30	4. Review DISC Committee Applications—Select 3 FCS Representatives	Lori Driscoll
11:00	5. Committee Processes and Updates	
	<ul style="list-style-type: none"> • Approve Charge for User Interface Committee • Approve Charge for Technical Services Committee • Process for Replacing/Appointing Liaisons to Committees and Task Forces 	Lori Driscoll Lori Driscoll Lori Driscoll
11:30	6. MCLS Representative to MCDLSS Website and Student Services Team	Lucy Harrison
11:40	7. Review Results from Library Services Survey	Lucy Harrison
11:50	8. Executive Committee Meetings	Lori Driscoll
	<ul style="list-style-type: none"> • Future Topics • Next Meeting Date 	
11:55	9. New Business	Lori Driscoll
12:00 noon	Adjournment	Lori Driscoll



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

Minutes

April 15, 2013

A regular meeting of the Florida Virtual Campus (FLVC) Executive Committee of the Members Council on Library Services was called to order at 10:00 a.m. EDT, pursuant to the notice sent to all committee members.

The following committee members were present: Lori Driscoll (Gulf Coast), Bill Garrison (USF), Shirley Hallblade (UNF), Brian Kelley (Palm Beach), Debbie Robinson (Tallahassee), and Julia Zimmerman (FSU). Also present were the following FLVC staff: Tammy Elliott, Brenda Ferris, Lucy Harrison, Don Muccino, Ashley Seale, and Lauren Sproull.

Committee Chair, Lori Driscoll, called the meeting to order, and Tammy Elliott recorded the proceedings of the meeting.

1. Task Force Updates

Shared Bib

Driscoll reported that CSUL is deferring the decision about authority control to FLVC because of a lack of funds. The task force has requested this item be placed on the agenda for the June 3, 2013, MCLS meeting for discussion.

Collections/E-Resource Licensing

Kelley reported that the task force has received mostly positive comments to the survey sent out a week ago. Committee members realized that the survey was not sent to the FLVC-LIB-ALL listserv, so Kelley agreed to send that to that group. Task force members are continuing to evaluate various scenarios involving e-resources currently purchased by the FCS and SUS institutions, as well as, new scenarios for a common core. Garrison noted that some of his staff have concerns that some contracts forbid sharing cost information. Discussion followed. Harrison suggested that Garrison follow-up with FLVC e-resources staff in regards to this concern.

Resource Sharing/ILL

Zimmerman reported this task force is creating guidelines for resource sharing. They are working to combine CCLA LINCC Resource Sharing Guidelines, CSUL guidelines, and other resource sharing information into one document. FLVC staff person, Brenda Rutten, is heading up an effort to create a listserv for resource sharing.

Discovery Tool

Garrison reported that the task force is in the process of drafting the RFI document and working on a process to send it to the MCLS. Any comments on the RFI will need to be sent to Laura Morse directly

rather than discussed on the listserv, so that we are not in violation of Sunshine Laws. Based on the draft timeline, vendor demonstrations will be scheduled in July 2013, while the RFI is on schedule for release in June 2013.

2. Update from Members Council on Distance Learning and Student Services (MCDLSS)

Robinson reported the MCDLSS continued to discuss the strategic planning document. Harrison noted that this white paper should be discussed at the June 12, 2013, Board of Directors meeting. The committee decided to create a similar document from the MCLS, which could also be presented at the board meeting.

3. Form for Getting Action Items on Members Council and Executive Committee Agendas

FLVC drafted a form that would allow members to request items be added to an MCLS meeting agenda. The committee reviewed and approved the form with minor modifications. The form will be sent out when there is an official call for agenda items. The committee also expressed interest in having the form added to the FLVC website.

4. Review DISC Committee Applications—Select 3 FCS Representatives

The committee reviewed the applications submitted for the FCS membership positions needed to fill out the Digital Initiatives Standing Committee. The following applicants were selected: Rich Ackerman (Broward), Jeremy Norton (Lake-Sumter), and Susan Setterlund (Palm Beach).

5. Committee Processes and Updates

User Interface Standing Committee—Develop Charge, Appoint Liaison

The committee discussed a charge and scope of work for this new standing committee. Driscoll and Harrison will use the feedback garnered in the discussion to craft a charge that can be sent back out to the committee for approval. The committee also agreed to send out a call for applicants once that has been completed. They will select members at their May 16, 2013 meeting.

Technical Services Standing Committee—Develop Charge, Appoint Liaison

The committee discussed the draft charge sent to them from Janice Henderson (NWFSC), and scope of work for this new standing committee. Driscoll will take the suggestions and develop a charge and then send it back out to the committee for approval. The committee also agreed to send out a call for applications once that has been completed. They will select members at their May 16, 2013 meeting.

Process for Replacing/Appointing Liaisons to Committees and Task Forces

Discussion centered on the process for replacing standing committee members. The committee preferred to send out a call for applications as the need arises and then vote on applicants at their next meeting. If a position is vacated during the first 3 months after a call for applicants, the committee will go to the stack of applicants that were not selected, for a replacement. After 3 months, another call for applications will be sent out. At the June 3, 2013 MCLS meeting, they will ask for volunteer liaisons for the standing committees.

6. MCLS Representative to MCDLSS Website and Student Services Team

A representative from the MCLS is needed for the MCDLSS. Harrison had been having conversations with FLVC staff member, John Opper, and no decision has been made yet. The committee feels like two representatives may need to be appointed so that hopefully, someone is always available to attend the meetings. The committee agreed to further discuss this further at their May 16, 2013 meeting, and at the MCLS meeting on June 3, 2013. Harrison stated she will continue to work with John Opper.

7. Review Results from Library Services Survey

Harrison discussed the feedback received from the Library Services Survey. She noted there was a difference in levels of overall satisfaction between the SUS and FCS with certain FLVC products and services, like the discovery and ILS tools—which have not been selected yet, and help desk support, which the organization is in the process of consolidating. There were suggestions for improving the overall survey itself. The committee discussed ways of sharing out the information and agreed that sharing it at MCLS meetings would be ideal. Harrison noted that under ideal circumstances, FLVC would like to send the survey out about 6 weeks before each MCLS meeting and then discuss the results there. However because of timing issues, they are unable to do so before the June 3, 2013 meeting. They will instead send out another survey sometime in July or August, so it can be discussed at the September 2013 meeting.

For these survey results, the committee agreed that it would be best to share the executive summary of with the members through email and have a more detailed discussion at the June 3, 2013 meeting.

8. Executive Committee Meetings

The committee will meet next on Thursday, May 16, 2013.

9. New Business

Kelley noted that the Biscayne Bay Campus of FIU has meeting facilities as part of their hospitality program that could potentially accommodate an MCLS meeting. Nova University also has facilities.

Kelley also reported that Brian Dougherty is the new SUS representative on the Nominating Committee.

Meeting adjourned at 11:50.