



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

Agenda

Thursday, May 16, 2013 – 1:00-3:00 p.m. EDT

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

Participant Passcode: 2368036738 followed by the # key

1:00 p.m.	Call to Order	Lori Driscoll
1:05	1. Task Force and Committee Updates	
	<ul style="list-style-type: none"> • Shared Bib • Collection/E-Resources Licensing • Resource Sharing/ILL • Discovery Tool • Digital Initiatives 	Lori Driscoll Brian Kelley Julia Zimmerman Bill Garrison Lori Driscoll
1:25	2. Update from Members Council on Distance Learning and Student Services	Ruth Ann Balla Debbie Robinson
1:35	3. Role of Alternate Representatives	Don Muccino
1:45	4. Review Applications for Technical Services Standing Committee and Select New Members	Lori Driscoll
2:00	5. Review Applications for User Interface Standing Committee and Select New Members	Lori Driscoll
2:15	6. Committee Processes and Updates	Lori Driscoll
	<ul style="list-style-type: none"> • How to Handle Face-to-Face Meetings of MCLS Committees • Updated Org Chart for Standing Committees and Task Forces • Committee Membership • Location of Committee Lists for Future Reference (FLVC Website) 	
2:30	7. Review Strategic Goals Excerpt of Report from <i>Unified Library Services Business Plan</i> for Input into Board of Directors Strategic Planning Retreat	Lori Driscoll
2:45	8. Executive Committee Meetings	Lori Driscoll
	<ul style="list-style-type: none"> • Future Topics • Next Meeting Date 	
2:50	9. New Business	Lori Driscoll
	<ul style="list-style-type: none"> • Review Draft of June 3 MCLS Meeting Agenda 	
3:00 p.m.	Adjournment	Lori Driscoll



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

Minutes

May 16, 2013

A regular meeting of the Florida Virtual Campus (FLVC) Executive Committee of the Members Council on Library Services was called to order at 1:00 p.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 (via phone), and Lauren Sproull.

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

1. Task Force and Committee Updates

Shared Bib

Driscoll reported that the RDA Task Force completed their work and submitted their recommendations. A new task force on PDA was created to discuss issues like combining duplicate records used in Mango and collection of ACRL/ARL stats.

Collections/E-Resource Licensing

Kelley reported that this task force continues to meet regularly to analyze and determine the best e-resource scenarios for the FCS and SUS. Their intention is to have everything prepared by May 24, 2013, with a presentation of their final recommendations at the June 3, 2013 MCLS meeting.

Resource Sharing/ILL

Zimmerman reported that this task force is working to combine similar FCS and SUS documents that define resource sharing goals, missions, and standards. They are also discussing non-returnables and standards for those uniformly throughout the system. They are meeting monthly.

Discovery Tool

Garrison reported that the draft RFI has been sent out to the MCLS with a request to send all comments to Laura Morse. The task force is on hiatus and will resume once the deadline has passed for comments on the RFI document. Hopefully, no later than June 2013 the RFI can be released to vendors. The committee agreed to add a discussion about the RFI process to the June 3, 2013, MCLS meeting agenda.

Digital Initiatives

Driscoll reported that the new group just formed and both old and new members are introducing themselves to one another. They have been meeting using Blackboard Collaborate. The Islandora sub group has done a survey relating to collection-specific features and searching.

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

Robinson reiterated she will not be the liaison to MCDLSS after June 30, 2013, because she will no longer be past-chair of the Executive Committee. Discussion followed. Muccino noted that the MCDLSS has also been working on projects and legislative mandates and giving FLVC input on the prioritization of projects and the LBR. When they meet next, they would also like to fill in their schedule of meetings for the next year, which will include another symposium. They also have an upcoming election for the chair-elect position.

3. Role of Alternate Representatives

Muccino reported that FLVC has completed the appointment of the alternates. There are now 156 alternates between both members councils, although there is some difference in the role of the alternates between the two. DLSS has in the past encouraged dual attendance for the member and the alternate. Logistically speaking, this could be difficult in the future in terms of finding meeting space that could accommodate both the members and their alternates. The committee discussed having the alternates serve as a proxy for the member if they can't attend. Otherwise, the alternate could plan to attend the meeting virtually, although not as a participant. Harrison noted that all MCLS alternates were added to the listserv on May 15, 2013, so they will receive the same information as the primary representative. The committee agreed to add the role of the alternates as a topic for discussion on the June 3, 2013, MCLS meeting agenda.

The committee would also like to begin to documenting their decisions and processes, so they can be used for reference at a later date. Muccino noted that once a format has been agreed upon, the document could be posted to the FLVC website, along with other advisory information.

4. Review Applications for Technical Services Standing Committee and Select New Members

The committee reviewed applications submitted for the Technical Services Standing Committee and the following applicants were selected: David Breakfield (SCF, Manatee-Sarasota), Cindy Campbell (Edison), Jancie Donahue (FAU), Jennifer Grey (FSC at Jacksonville), Susan Heron (USF), Sarah Norris (NCF), Mary Page (UCF), Betsy Simpson (UF), Linda Sutton (Seminole), and Trenita White (Santa Fe).

5. Review Applications for User Interface Standing Committee and Select New Members

The committee reviewed applications submitted for the User Interface Standing Committee and the following applicants were selected: Maryellen Allen (USF), Bridgett Birmingham (FSU), Jeremy Bullian (Hillsborough), Alexis Carlson (Indian River), Carla Clark (Miami Dade), Jeremy Hall (UNF), Bohyun Kim (FIU), Diana Matthews (Santa Fe), Danielle Rosenthal (FGCU), and Virginia Vail (Pensacola).

6. Committee Processes and Updates

How to Handle Face-to-Face Meetings of MCLS Committees

The committee discussed the need for a more formal process and guidelines for having face-to-face standing committee meetings. While the intent is to meet virtually as often as possible, if in-person is required at a meeting then potential members should be made aware of this upfront. Discussion followed and the committee agreed to flesh out those guidelines at a future meeting. For now, committees should send requests with rationale to the Executive Committee for discussion.

FLVC Web Site

FLVC agreed to create a place on their web site to house the updated org chart for standing committees and task forces, and a committee membership listing.

How to Approve MCLS Draft Minutes from 2/28

The committee decided they would like draft minutes from MCLS meetings emailed to the council with a period for review, and comments to be emailed back to FLVC support staff who will then post them to the FLVC web site.

Participation from non-Committee Members? On calls? On listservs?

After some discussion, the committee decided that participation by non-committee members is up to the chair so long as it's clear to them that only official members can make decisions. The chairs of the members councils and the standing committees own their listservs and can also determine who is on their list.

7. Review Strategic Goals Excerpt of Report from *Unified Library Services Business Plan* for Input into Board of Directors Strategic Planning Retreat

The committee reviewed an excerpt from the *Unified Library Services Business Plan* and decided to put it forth as an informational item to the Board, along with an overview/cover letter, the references, and Appendix B for their June 12, 2013 meeting.

8. Executive Committee Meetings

Future Topics

Zimmerman would like to discuss FLAPASS at a future Executive Committee meeting and then possibly bring it forward at a future MCLS meeting.

Next Meeting Date

Zimmerman will determine this as the incoming chair.

9. New Business

Zimmerman reported that she has been notified that there are 6 private colleges who would like to be a part of the Hathi Trust consortia and would like to know the cost for doing so. The committee agreed to discuss this at a future meeting.

Meeting adjourned at 3:20.