



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

**Agenda**

Wednesday, July 17, 2013 – 3:00-5:00 p.m. EDT

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

Participant Passcode: 236 803 6738 followed by the # key

<b>3:00 p.m.</b>	<b>Call to Order</b>	Julia Zimmerman
<b>3:05</b>	<b>1. Committee Orientation</b> <ul style="list-style-type: none"><li>• History</li><li>• Roles and Responsibilities</li><li>• Sunshine Laws</li></ul>	Julia Zimmerman/ Lori Driscoll/Lucy Harrison/Don Muccino
<b>3:20</b>	<b>2. Executive Committee Traditions</b>	Julia Zimmerman
<b>3:30</b>	<b>3. Committee Processes and Updates</b> <ul style="list-style-type: none"><li>• Terms for Committee Members</li><li>• New Process for Getting Updates from Standing Committees</li><li>• Finalize Standing Committee Names</li><li>• Meeting Etiquette Guidelines</li></ul>	Julia Zimmerman
<b>4:00</b>	<b>4. Possible Joint Meeting with Distance Learning and Student Services (DLSS) on Collections and E-Resources</b>	Lucy Harrison
<b>4:10</b>	<b>5. Appointment of MCLS Representative to MCDLSS Website and Student Services Team</b>	Lucy Harrison
<b>4:15</b>	<b>6. FLA-PASS: Next Steps</b>	Julia Zimmerman
<b>4:25</b>	<b>7. Potential Agenda Topics for the September MCLS Meeting</b> <ul style="list-style-type: none"><li>• Process for Sharing General Interest Items at MCLS Meetings and on the Listserv</li></ul>	Julia Zimmerman
<b>4:35</b>	<b>8. Update on Discovery Tool Selection Task Force Vendor Demos</b>	Lucy Harrison
<b>4:40</b>	<b>9. Executive Committee Meetings</b> <ul style="list-style-type: none"><li>• Future Topics</li><li>• Next Meeting Date</li></ul>	Julia Zimmerman
<b>4:50</b>	<b>10. New Business</b>	Julia Zimmerman
<b>5:00 p.m.</b>	<b>Adjournment</b>	Julia Zimmerman



## **Regular Meeting of the Executive Committee of the Members Council on Library Services**

### **Minutes**

July 17, 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: Barry Baker (UCF), Pat DeSalvo (Seminole), Lori Driscoll (Gulf Coast), Bill Foege (Polk), Janice Henderson (Northwest Florida), and Julia Zimmerman (FSU). Also present were the following FLVC staff: Tammy Elliott, Brenda Ferris, Lucy Harrison, Linda McCarthy, Don Muccino, Ashley Seale, and Lauren Sproull.

Committee Chair, Julia Zimmerman, called the meeting to order, and Tammy Elliott recorded the proceedings of the meeting.

#### **1. Committee Orientation**

##### *History*

Driscoll and Zimmerman welcomed Baker, DeSalvo, Foege, and Henderson as the newest members of the Executive Committee and gave them a brief overview of the activities of the FY 2012-13 committee. Discussion followed. The committee agreed to look for ways they can work with the Members Council on Distance Learning and Student Services (MCDLSS) Executive Committee, and to be on alert for issues that may come up in standing committees so that they can be addressed in a timely manner. The committee will also seek ways to improve processes so that FLVC can work better on behalf of its council members.

##### *Roles and Responsibilities*

Members noted that they were clear on the roles and responsibilities they have as members of the Executive Committee. However, the committee acknowledged that they will need to work with Ferris, Harrison, and Elliott to help define the responsibilities of the Secretary.

##### *Sunshine Laws*

Muccino reported that he has contacted Vikki Shirley about giving a Sunshine Law overview for new Board and Executive Committee members. The committee agreed to post items that don't fall under Sunshine to the listserv for discussion. This could free up time at the in-person MCLS meetings.

#### **2. Executive Committee Traditions**

Henderson and DeSalvo volunteered to work on a draft Traditions document for the Executive Committee. Decisions from the committee's previous work will be incorporated. The committee agreed to have dinner at their quarterly MCLS meetings and will add this as a tradition to their document. Henderson and DeSalvo will update the committee on their progress at their next meeting.

### **3. Committee Processes and Updates**

#### *Terms for Committee Members*

The committee discussed committee terms for the new FLVC standing committees and agreed to a two-year staggered approach for the terms. Since the terms were not originally identified, this will mean a three-year term for some members. The committee would like for the standing committees themselves to recommend which members will have the two- or three-year term. The committee would like for those recommendations to come back to them for their approval. FLVC staff will ensure that the new term information is reflected on the next round of applications.

#### *New Process for Getting Updates from Standing Committees*

Now that Executive Committee members are no longer liaisons to the standing committees, the committee discussed how to go about getting updates from the committees and how often. The committee decided that any issue that a standing committee or task force feels the Executive Committee needs to discuss can be brought forth by the MCLS liaison to that group.

Driscoll and Zimmerman agreed to come up with a list of any issues, accomplishments, and questions that could potentially come to the committee for discussion. Henderson asked that they let her know if any of these will need to be added to the Traditions document.

#### *Finalize Standing Committee Names*

The committee discussed discrepancies in the titles and use of a few standing committee names and decided on the following three official committee names: Collection Management and E-Resources Standing Committee, User Interfaces Standing Committee, and Resource Sharing Standing Committee. FLVC staff will update this information on their website, documentation, and listservs.

#### *Meeting Etiquette Guidelines*

The committee discussed the need to establish meeting etiquette guidelines for members and guests who attend the MCLS meetings virtually. Zimmerman suggested asking for a subgroup of volunteers at the September MCLS meeting to work on this. When the guidelines are complete, the committee would like to have them distributed on the listserv and then presented at the December MCLS meeting. The committee would also like this topic addressed every year. DeSalvo also suggested adding information to the guidelines explaining the technology needs for a Members Council meeting.

Motion: Moved by Henderson and seconded that the committee accept all of the recommendations and decisions above.

### **4. Possible Joint Meeting with Distance Learning and Student Services (DLSS) on Collections and E-Resources**

While the committee feels a working relationship with this group is necessary, they would like to iron out some of their processes first. Suggestions for future meetings and topics included meetings on a specific group topic, and the possibility of meeting at either of the group's members council meetings. In the meantime, DeSalvo in her role as liaison to the council might have a better feel for this and will touch base with Debbie Robinson, who is the former liaison, to get some insight from her as to what her role as liaison might entail.

### **5. Appointment of MCLS Representative to MCDLSS Website and Student Services Team**

The committee decided that Pat, in her role as liaison to the MCDLSS, can gauge whether or not a library representative from the MCLS will be needed on this council and will report back to committee.

## **6. FLA-PASS: Next Steps**

Zimmerman shared the story of an FSU staff person who ran into several road blocks while trying to get her son access to FLA-PASS at his high school. She polled the group on their experiences with FLA-PASS and wondered if there was any way to raise awareness of this tool. Discussion followed. Muccino noted that at the moment this is a free tool, but heavier use could incur costs from the vendor. DeSalvo pointed out that while local high school students have access to FLA-PASS, library staff don't, so they do not push the use of it. Muccino also noted that a high school student could use library resources if they used the library guest PC, and that DOE has the responsibility of communicating the guidelines to the high schools. The team agreed to have this as a future agenda item at an MCLS meeting.

## **7. Potential Agenda Topics for the September MCLS Meeting**

The committee discussed potential topics for discussion at the September MCLS meeting and came up with the list below. The committee agreed to finalize the agenda at their next meeting.

- Best practices for telecommunications
- E-Resources recommendation
- Discovery Tool recommendation
- Next gen ILS task force
- Results of library services survey
- Planning and roles
- Sunshine Law requirements

The committee agreed to allow time at each council meeting for general information sessions. These sessions will follow the regular MCLS meeting and should be no longer than about 30 minutes. Harrison and Elliott will forward the list above to the committee for further consideration and suggestions.

## **8. Update on Discovery Tool Selection Task Force Vendor Demos**

Harrison reported that the RFI closes this Friday, August 19 at 5:00 p.m. The vendor demos are scheduled for next week on July 24-25 and will be held at Seminole State College. FLVC will respond to the RFI on behalf of Mango.

## **9. Executive Committee Meetings**

### *Future Topics*

Following are potential items for discussion at the next Executive Committee meeting:

- FLVC Planning—How to go about it?
- Finalize agenda for September Members Council meeting
- Update on the Traditions document

### *Next Meeting Date*

The committee planned tentatively to meet on Thursday, August 15 or Friday, August 16, 2013.

## **10. New Business**

- A speaker, Anya Kamenetz, will be presenting at the MCDLSS meeting.
- Harrison hopes to send the next Library Services Survey out next week.
- McCarthy will be doing an orientation for the new library directors.

Meeting adjourned at 4:52 p.m.