



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

Agenda

Friday, August 16, 2013 – 1:00 p.m. to 3:00 p.m. EDT

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

Participant Passcode: 575 614 9391 followed by the # key

1:00	Call to Order	Julia Zimmerman
1:05 – 1:20	1. Sunshine Law Overview	Vikki Shirley
1:20 – 1:25	2. Update on Executive Committee Traditions Document	Janice Henderson Pat DeSalvo
1:25 – 1:30	3. Update from Members Council on Distance Learning and Student Services	Pat DeSalvo
1:30 – 1:45	4. Collection Management and E-Resources Standing Committee Charge	Julia Zimmerman
1:45 – 1:55	5. Potential Standing Committee Concerns for the Executive Committee	Lori Driscoll Julia Zimmerman
1:55 – 2:10	6. Discovery Tool Selection Task Force: Setting Expectations for the September MCLS Meeting	Don Muccino Lucy Harrison
2:10 – 2:30	7. Appropriate Roles in FLVC Planning: How to Go About It—Principles for Committees and Planning	Don Muccino
2:30 – 2:40	8. September MCLS Meeting Agenda Topics	Julia Zimmerman
2:40 – 2:50	9. Executive Committee Meetings A. Future Topics B. Regular Meeting Schedule C. Next Meeting Date	Julia Zimmerman
2:50 – 3:00	10. New Business A. New Generation ILS Task Force B. Amendment to Earlier Listserv Decision	Lucy Harrison Janice Henderson
3:00	Adjournment	Julia Zimmerman



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

Minutes

August 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: Barry Baker (UCF), Pat DeSalvo (Seminole), Lori Driscoll (Gulf Coast), Janice Henderson (Northwest Florida State), and Julia Zimmerman (FSU). Also present were the following FLVC staff: Robin Donaldson, Tammy Elliott, Brenda Ferris, Lucy Harrison, Don Muccino, and Lauren Sproull.

Guests: Vikki Shirley (virtually) and Vicki Westergard (virtually).

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

1. Sunshine Law Overview

Shirley gave the committee an overview of Sunshine Law requirements. The MCLS was created by the chancellors to be an advisory group to make recommendations up to the FLVC Board; therefore, it falls under the Sunshine Law. Highlights of that overview follow:

- Conversations between two or more MCLS members on a topic that could potentially go to the FLVC Board as a recommendation or an action item would need to be noticed.
- At noticed meetings, minutes should be taken and approved at the next meeting, if possible.
- Agendas are not required at noticed meetings.
- Conversations with staff do not need to be noticed.
- Staff can send out information to the MCLS through email.
- An MCLS listserv cannot be used as a forum to discuss topics that should be part of a noticed meeting.
- Procedural discussions among members of each of FLVC's executive committees do not have to be noticed.
- Criminal implications for violation of Sunshine Law is a second degree misdemeanor punishable by up to 60 days in jail and/or \$500 civil and criminal fines.

Shirley agreed to give a presentation on Sunshine Law at the September MCLS meeting. She asked FLVC to alert the MCLS about this beforehand and offer the members an opportunity to send in questions so that she can prepare her responses before the meeting. Ferris agreed to collect the questions and send those to Shirley.

2. Update on Executive Committee Traditions Document

Henderson and DeSalvo presented a draft MCLS traditions document. Discussion followed. The committee approved the document. Henderson and DeSalvo will update the document to state that Executive Committee members are elected in their own right and do not have alternates appointed to represent them when they are unable to attend a meeting. FLVC staff will also arrange a meeting with the MCLS and the MCDLSS liaisons to clarify the role of the liaisons to the council.

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

DeSalvo stated that she attended the July 30-31 MCDLSS meeting. At the meeting, there was some agreement that a library component should be included at the January MCDLSS symposium and at future MCDLSS meetings. The committee agreed that this should be a topic for discussion on the September MCLS meeting agenda.

4. Collection Management and E-Resources Standing Committee (CMESC) Charge

At the request of an MCLS member, the committee discussed changing the CMESC charge and tasking them with ensuring that FLVC e-resource contracts include language that provisions be made for access for individuals with disabilities, and either updating or deleting the non-disclosure clauses in the contracts. The MCLS liaison to the committee had previously discussed this with the CMESC, but the committee felt these responsibilities were outside the purview of their charge. Discussion followed.

The committee agreed that since Claire Dygert and Scott Schmucker of FLVC do the contract negotiations, that is where the responsibility should reside. The disabilities clause and non-disclosure clauses would become standard in the contracts and would become part of the negotiations within the parameters of UF Legal.

The committee will take this as a recommendation to the September MCLS meeting. Zimmerman will talk with Judy Russell to see if she would be interested in developing language for a recommended principle that the MCLS could adopt that would ensure access for students with disabilities.

5. Potential Standing Committee Concerns for the Executive Committee

Zimmerman and Driscoll presented a document which is intended to help standing committees and their liaisons know when an item or concern may need to be placed on an Executive Committee agenda. The committee accepted the document and recommended they add how to address a strong split of opinion among committee members, perhaps some type of tiebreaker and to change "Operations for Reporting" to "Means for Reporting," so committees know that overall reporting back to the Executive Committee is not an option. Driscoll and Zimmerman will make those changes and send the document to the standing committee chairs. Muccino suggested adding the document to MCLS guidelines.

6. Discovery Tool Selection Task Force: Setting Expectations for the September MCLS Meeting

With the imminent discussion of the discovery tool analysis at the September MCLS meeting, Muccino discussed with the committee what FLVC should expect as the outcome of that discussion. Committee members noted they feel like this is the beginning of the discussion and not a time to make a hard decision. They requested the council be given enough information so that they and their staff are able to have an informed discussion.

7. Appropriate Roles in FLVC Planning: How to Go About It—Principles for Committees and Planning

Muccino discussed three possible approaches to the annual planning discussion at the September MCLS meeting. The committee decided to simply solicit input from the council and give some examples of different planning models and how they might work.

8. September MCLS Meeting Agenda Topics

The committee reviewed and finalized topics for the September MCLS meeting agenda. The following topics were added:

- A Sunshine Law presentation by Vikki Shirley
- Establishing provisions and principles for e-resource contracts
- E-Resource licensing process
- Library services involvement in the MCDLSS Symposium in January

9. Executive Committee Meetings

Future Topics

No future topics were given. The committee will see what comes out of the September MCLS meeting.

Next Meeting Date

The committee discussed the idea of scheduling regular standing meetings. The afternoons of the fourth Thursday of each month seemed to be the most convenient for members, barring any holidays. Elliott will follow-up with a Doodle Poll to set up meetings for September and October.

10. New Business

New Generation ILS Task Force

The committee discussed the potential timeline of getting an ILS task force up and running. Harrison noted that assuming summer of 2016 implementation, an ILS team would need to be up and running by late fall of 2013, not later than January 2014. This would require putting a call out for volunteers fairly soon. The committee decided this topic should be on the September MCLS agenda.

Amendment to Earlier Listserv Decision

Henderson suggested that standing committee members be notified when new people are added to their listservs. This will help to keep the members informed of who is on the list. The committee agreed. FLVC will have the Help Desk send a message to the listserv letting them know who was added. New additions to the listserv will still need to be approved by the committee chair.

Role of State Library

The committee decided that a courtesy invitation will be extended to the State Librarian and staff at the Division of Library Services for attendance at future MCLS meetings. If they have items to share or present at the meetings, they can notify the committee chair or FLVC staff.

Meeting adjourned at 3:00.