



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

Agenda

Thursday, September 19, 2013 – 2:00 p.m. to 3:30 p.m. EDT

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

Participant Passcode: 575 614 9391 followed by the # key

2:00	Call to Order	Julia Zimmerman
2:00 – 2:10	1. Update from Members Council on Distance Learning and Student Services	Pat DeSalvo
2:10 – 2:40	2. New ILS Task Force	Julia Zimmerman
2:40 – 2:45	3. Sunshine Follow-Up	Julia Zimmerman
2:45 – 2:55	4. Sharing MCLS Information with Non-Members	Don Muccino Lucy Harrison
2:55 – 3:00	5. December MCLS Meeting Date and Location	Julia Zimmerman
3:00 – 3:05	6. Executive Committee Meetings A. Future Topics B. Next Meeting Date	Julia Zimmerman
3:05 – 3:10	7. New Business A. Islandora Update	Lucy Harrison
3:10	Adjournment	Julia Zimmerman



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

Minutes

September 19, 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: Tammy Elliott, Brenda Ferris, Lucy Harrison, 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. Update from Members Council on Distance Learning and Student Services (MCDLSS)

DeSalvo followed up with the committee on a potential librarian-focused presentation at the MCDLSS meeting and symposium in January 2014. The theme is "Mapping Student Success," and they want the librarians to provide a program. DeSalvo is unsure of when a call for details will go out, but suspects that participants will have to move quickly once the timetable is established. She would like to send an email to the MCLS to let them know of the opportunity to present and to gauge interest. DeSalvo will also clarify whether or not the theme includes student success in the online environment.

2. New ILS Task Force

The committee discussed the general timeframe of rolling out a next-gen ILS system, and the activities that would have to occur if the migration to the new ILS system were to happen in 2016, including getting a task force or committee up and running and the need and timing for an ITN and/or RFP process. The committee went on to discuss a draft charge for a next-gen ILS task force. They would like for this new task force or committee to do a market scan to determine if the market is mature enough to handle the needs of a large consortium. A solution for FLVC would need to include a digital collections management component and assistance with bibliographic database cleanup and maintenance. Because of the impact a next-gen ILS would have on the services it provides, FLVC would like their staff to have a close working relationship with the next-gen ILS committee.

Zimmerman and Harrison will work together to flesh out the charge for this new task force and once complete, will forward it to the Executive Committee for their feedback. They will also do a call for applications and include examples of areas the task force would be asked to look into such as digital collections, traditional LMS or ILS capabilities, and unmediated borrowing. The committee will review the applications at their October meeting.

3. Sunshine Follow-Up

The committee briefly followed up on Vikki Shirley's Sunshine presentation at the Members Council meeting in September. The committee thought the presentation was really helpful and received feedback from MCLS members indicating that they felt the same. The committee noted that the impact the Sunshine Law will have on FLVC standing committees will be minimal.

FLVC members council and standing committee members can always refer to the one-page document from Vikki Shirley that gives an overview of the Sunshine Law if they need a refresher. Highlights from her presentation at the September MCLS meeting will also be included in the minutes from that meeting, which will be posted on the FLVC website.

4. Sharing MCLS Information with Non-Members

Muccino noted that FLVC received a request from an institution to have representation on the MCLS. However, that institution, although separately accredited, sits under one president and is part of a university that already has representation on the MCLS. As directed by the chancellors, current operating procedures call for one delegate—appointed by the institution president—per institution to the MCLS. Discussion followed. The committee agreed to continue forward as directed. Muccino will follow up with the individual who made the request. Members of the committee also reiterated that any documents associated with external FLVC meetings will always be readily available to the public on the FLVC website, unless they have been deemed proprietary to the membership.

5. December MCLS Meeting Date and Location

Zimmerman reported that Kathy Miller has agreed to host the next MCLS meeting in Fort Myers at Florida Gulf Coast University in December. This meeting will be in conjunction with the CSUL meeting. The committee confirmed this location, recognizing it may not be ideal for some members, but also recognizing that at the June MCLS meeting, the council did decide to align two meetings a year with CSUL and two meetings a year with the CIA/LRSC. The committee confirmed the meeting dates as the afternoon of December 5 and the morning of December 6, 2013.

6. Executive Committee Meetings

Future Topics

The committee discussed potential topics for upcoming Executive Committee meetings. Harrison suggested they spend some time at the next meeting selecting membership and refining the charge for a next-gen ILS task force or committee. She also asked for time on the next meeting agenda to talk with the committee about FLVC's planned approach for the analysis and possible implementation plan for Islandora. Also at their next meeting, the committee will begin to brainstorm topics for the December MCLS meeting in Fort Myers. Another potential meeting topic would be the libraries' involvement in the MCDLSS symposium program.

DeSalvo also suggested that the committee might want to consider allowing member presentations at the MCLS meetings. This would allow them the opportunity to showcase something their libraries are doing. The committee liked the idea and agreed that something like this could be built into the latter part of the meeting under the general interest topic.

Next Meeting Date

The committee confirmed October 24, 2013, as their next meeting date.

7. New Business

Islandora Update

Harrison reported that FLVC has already started talking with the Digital Initiatives Standing Committee co-chairs and committee liaison to get a good handle on how to proceed with the analysis. They would also like to talk it through a little bit more with the rest of the committee to get some ideas on whether they feel like they can take on the responsibility for doing some of this analysis before they commit to it fully. She noted that FLVC will ensure that it is brought forward to the committee for more in-depth feedback at their next meeting.

8. Other

Muccino noted that based on feedback he and Harrison received when they attended the CSUL meeting earlier this month, the committee might want to give some thought on how to go about measuring the success of the FLVC advisory process and how any needed improvements might be made. The committee agreed, and agreed to discuss this topic at their October 24 meeting.

Muccino also noted that based on the comments from Vikki Shirley at the Members Council meeting—that the Sunshine Law will be amended to require agendas to allow time for formal public comments—that FLVC will need follow suit with their members council and executive committee meeting agendas and do the same. He suggested that on each agenda, time be allowed for a public forum. The committee agreed.

Meeting adjourned at 3:17.