



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

Agenda

Thursday, October 24, 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. Public Comment	
2:10 – 2:30	2. Update on Islandora Report	Lee Dotson Katie McCormick
2:30 – 2:35	3. Update from Members Council on Distance Learning and Student Services (MCDLSS)	Don Muccino
2:35 – 2:40	4. Update on Discovery Tool	Lucy Harrison
2:40 – 3:10	5. Next-Gen ILS Task Force A. Clarify Charge B. Select Membership C. Select Liaison	Julia Zimmerman
3:10 – 3:15	6. Update from FLVC Board of Director's Meeting	Julia Zimmerman Janice Henderson
3:15 – 3:20	7. December MCLS Meeting Agenda Topics	Julia Zimmerman
3:20 – 3:25	8. Executive Committee Meetings A. Future Topics B. Next Meeting Date	Julia Zimmerman
3:25 – 3:30	9. New Business A. Executive Committee Mechanism for Measuring How Well the MCLS is Working	Don Muccino
3:30	Adjournment	Julia Zimmerman



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

Minutes

October 24, 2013

A regular meeting of the Florida Virtual Campus (FLVC) Executive Committee of the Members' Council on Library Services (EC) was called to order at 2:00 p.m. EDT pursuant to the notice sent to all committee members.

The following committee members were present: Barry Baker (UCF), Bill Foege (Polk State), Janice Henderson (Northwest Florida State), Julia Zimmerman (FSU). Also present were the following FLVC staff: Ellen Bishop, Tammy Elliott, Lucy Harrison, Linda McCarthy, Don Muccino and Lauren Sproull. Lee Dotson and Katie McCormick of the Digital Initiatives Standing Committee (DISC) were also in attendance.

Committee Chair, Julia Zimmerman, called the meeting to order at 2:03 p.m., and Bill Foege recorded the proceedings of the meeting.

Public Comments

Chair Zimmerman advised that a public comments agenda item would be added to the EC meeting agenda to satisfy Sunshine law requirements. Zimmerman asked all in attendance if there were any public comments. There were no comments forthcoming from any attendees other than committee members.

Janice Henderson commented on an item in the draft minutes of the September 19, 2013 EC meeting. She noted that the draft minutes stated that "there are no MCLS members on any of the [standing] committees". Henderson noted that there is an MCLS member serving as a liaison to each standing committee. Lucy Harrison indicated that the language could be revised to reflect this.

Barry Baker then asked if the EC shouldn't be approving the draft minutes from previous the previous meeting as part of the official meeting agenda? Foege noted that we generally receive a draft, but not the final version. Chair Zimmerman suggested that we add approval of the previous meeting's minutes to the EC agenda. The group indicated agreement with her suggestion.

Update on Islandora Report

Lee Dotson and Katie McCormick from the Digital Initiatives Standing Committee (DISC), were present to provide an update on Islandora and to discuss a motion (hereafter referred to as "the motion") affecting the Islandora project that was made at the September MCLS meeting. McCormick spoke first referring the EC to a document that was distributed prior to the meeting entitled "DISC Inquiry Regarding the Common Digital Platform Analysis" hereafter referred to as "the document".

McCormick reported that the document provides background information, description of project documentation put together by DISC since the beginning of their involvement in Common Digital Library Platform (CDLP) project and items to address the motion. The motion, with bold emphasis added by the authors of the document, is restated in the document. McCormick further stated that DISC would like some

direction from the EC on how to address the motion and to where the CDLP project “was going”. She noted that DISC had previously created documentation comparing Islandora to other tools (Sobek, Digitool, etc.) using requirements set by the SUS. She asked if DISC needed to engage in a new survey of CDLP requirements that were inclusive of FCS institutions. McCormick stated that DISC and FLVC had discussed DISC’s providing a quarterly report of anticipated work and costs on the project. She also asked for direction on a cost model to be used for such reporting. Generally, DISC would like some direction on how to move forward in light of the motion on the table.

Discussion of the document followed Ms. McCormick’s presentation. Muccino asked if we should not be working from a more succinct list of CDLP requirements agreed upon by all FLVC institutions rather than a 37 page report reflecting what he referred to as a “desired wish list”. Harrison indicated a need for better prioritization within project stages. More or less a prioritization of what is needed all along the project cycle from stage to stage. She noted that prioritization was needed to move the project along rather than a restatement of project requirements and comparisons to other platforms which had already been perform.

Foege suggested that since the project began prior to FLVC’s entry, he felt that there was a gap in understanding the project on the part of the FCS MCLS membership. This knowledge gap impedes decision making in that many FCS voting members don’t fully comprehend what they’re voting for and what costs and benefits of the project. He suggested that closing this gap through basic training or a briefing document directed to the FCS members on the history of the project and the functionality of the various platforms might enable movement forward. Henderson voiced agreement and further stated that it was her opinion that most of the FCS members didn’t fully understand the project and where it was going, but that they know that “they want to be there too”. She further speculated that part of the problem moving forward with the project could also be due to the fact that the FCS libraries “haven’t been involved at all”. Baker agreed and suggested that focusing on the basic requirements of the system as opposed to a “complicated cloud” of information and desires for functionality could clear the picture for the FCS membership.

Foege asked if the digitization tools being discussed were used to develop the PALMM. The answer was yes, and, Henderson noted how basic a question as that added to the notion of a knowledge gap. Henderson offered to meet with Katie McCormick (representing DISC) to learn more and to then prepare a briefing document from the “perspective of a newbie” which she would present to the MCLS.

Zimmerman spoke to the underlying question of whether or not to abandon Islandora as the common digital platform for the FLVC membership in favor of Sobek or some other platform. Muccino spoke to the notion of the role of the MCLS on the decision. He noted that from his perspective, the MCLS should be defining their needs in a digital platform and not be in the business of selecting the system. Zimmerman further stated that some high-level differences between Islandora and Sobek need to be considered such as Islandora having an international user community and Sobek being grounded in a single institution.

Foege reiterated the need to close the knowledge gap. The group generally agreed. Hence, Henderson will move forward with her meeting with DISC members and the drafting of a briefing document for distribution to the MCLS.

The document submitted by DISC asks the EC several questions regarding the project and the motion.

Question: Can DISC develop a new, more inclusive process to assess statewide requirements that reflects the needs of the SUS and the Colleges?

Yes, the Colleges do need to be included. A new survey to assess the needs of FCS institutions and to compile information on the kinds of materials they may have to contribute to the project should be conducted once

the FCS MCLS members are brought up-to-speed on the project and issues.

Question: Is a full comparison of Sobek and Islandora functionality required and to what end?

No, it has already been done. DISC should review and update the 2012 summarized report to CSUL, which is more easily digested, and then distribute that report to FCS MCLS members along with Henderson's briefing. That report and the briefing will be used as the first education piece for the FCS MCLS members.

Question: If a full comparison is still required, can the comparison be based on a new, reprioritized list of requirements, rather than the full list of desired features?

No. A full comparison has already been done.

Question: Is a quarterly breakdown of anticipated work and costs sufficient?

Yes. McCormick noted that a quarterly report would allow DISC to maintain the long view on the project while building in a more frequent assessment of new developments or capabilities within the Islandora platform and project landscape.

Question: What should we include in the cost model?

Harrison and Muccino will work on a cost model for a future report and prior discussion at a future EC meeting.

Action Items:

- Henderson will prepare a briefing document to close the knowledge gap among the FCS MCLS members.
- Harrison and Muccino will prepare a cost model.
- DISC will review and update the requirements documents.
- DISC will conduct a survey of FCS institution to assess needs and types of materials that the colleges have to contribute to the project.

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

MCDLSS will meet in Tallahassee on Monday and Tuesday, October 28 and 29. Muccino reviewed the program for this meeting which will include a speaker on MOOCS and a panel discussion. Information about the meeting is on the Web site.

Update on Discovery Tool

Harrison reported that FLVC's "total cost of ownership" analysis has been completed. FLVC can afford the recommended strategy (Mango discovery tool with backend index and an Open URL link resolver) within the current budget. Muccino noted that some renegotiation of current terms with Ex Libris would be a necessary aspect of affordability, but expressed confidence that Ex Libris would think long-term regarding the cost to maintain the current system in the interim.

Harrison noted that because MCLS preference for the backend index was so narrow between EDS and Summon that they will need to conduct a quick Invitation to Negotiate ITN on this aspect of the project and for the open URL link resolver using requirements previously ascertained in order to satisfy legal requirements.

Harrison offered some target dates for discovery tool implementation. She noted that broad impact features of the new tool such as the statewide search and union catalog could roll out as early as January 2014. She further stated that local roll out of Mango to the Colleges could take place in the summer of 2014 along with

the backend mega-index and link resolver, but the latter two items could happen earlier.

Next-Gen ILS Task Force

The EC reviewed the charge of the Next-Gen ILS TF (NGTF). Henderson moved to accept the charge as is. Baker seconded the motion. The motion was unanimously approved.

EC members were charged with the task of selecting NGTF members. Applications included in the EC meeting packet were reviewed by the members prior to the meeting. Discussion as to how to proceed ensued with the members agreeing to tally each voting member's preferences and to select the NGTF membership based on applicants receiving the most votes with regard to a balance between the Colleges and the Universities. The selected membership is as follows:

Bello, Maria (Florida International University); Dover, Wendy (Gulf Coast State College); Hood, Daniel (Indian River State College); Jones, Leona (Seminole State College of Florida); Keeler, Deborah (Miami-Dade State College); Miller, Jenna (Santa Fe College); Phillips, Jean (Florida State University); Shrauger, Kristine (University of Central Florida); Spaid, Nancy (New College of Florida); Ziegler, Amanda (University of West Florida)

Anne Prestamo, Dean of Libraries at Florida International University is the applicant for the Liaison to the NGTF. Following a brief discussion, Henderson made a motion to accept the list of appointees to the NGTF and to appoint Anne Prestamo as NGTF Liaison. Baker seconded the motion. The EC members present unanimously voted to approve the motion. Harrison advised the EC members present that Ellen Bishop will be the FLVC staff liaison to NGTF.

Update from FLVC Board of Directors' Meeting

Zimmerman and Henderson attended the FLVC Board of Directors meeting held on October 25, 2013 in Gainesville. They reported on the following items.

- Florida Digital Archive (FDA) cost recovery – the Board discussed the increasing demand on FLVC disk storage of digital content for FDA. In this regard, Don Muccino of FLVC advised that FLVC will use Northwest Regional Data Center (NWRDC) to store data, the cost of which is high. Muccino advised the Board that with the increasing demand for storage from FLVC member libraries, FLVC may have to develop a means to recover costs such as a charge back. Zimmerman reported that the Board asked FLVC to look into options for more cost effective storage. She reported that Muccino suggested some cloud based options.
- FLVC E-resources Package – Zimmerman reported that the Board approved the FLVC e-resources core package, but that they expressed concern that there were not more common resources between the FCS and SUS packages. Henderson reported that the Board was advised that this was a short-term issue and that the e-resources package for next year would address the issue.

December MCLS Meeting Agenda Topics

The EC agreed to table this item until the November meeting.

Executive Committee Meetings

The EC will meet by telephone conference call in November. Date and time to be determined.

New Business

No items of new business were brought to the floor.

The meeting was adjourned at 3:30 PM.