



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

Agenda

Monday, July 28, 2014 – 9:30 to 11:30 a.m. EDT

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

Participant Passcode: **575 614 9391** followed by the # key

9:30	Call to Order	Janice Henderson
9:30 – 9:32	1. Public Comment	
9:32 – 11:20	2. Standing Committee Processes—Next-Gen ILS Requirements Task Force A. Discuss and Confirm Charge B. Discuss and Confirm Selection Process C. Review Committee Applications and Select Membership	Janice Henderson
11:20 – 11:25	3. Executive Committee Meetings A. Future Topics	Janice Henderson
11:25 – 11:30	4. New Business	Janice Henderson
11:30	Adjournment	Janice Henderson



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

July 28, 2014

A meeting of the Florida Virtual Campus (FLVC) Executive Committee (ExCom) of the Members Council on Library Services to discuss the Next-Gen ILS Requirements Task Force appointments and charge was called to order at 9:30 AM EDT pursuant to notice sent to all committee members.

The following committee members were present: Pat DeSalvo, Lori Driscoll, Bill Foege, Patricia Profeta, Janice Henderson, Anne Prestamo, Barry Baker, and Bob Dugan. The following FLVC staff was also present: Tammy Elliott, Don Muccino, and Brenda Ferris.

Committee Chair Janice Henderson called the meeting to order and Patricia Profeta recorded the proceedings of the meeting.

Roll was called and the number of voting members present determined.

Chair Henderson shared time sensitive items. Tammy Elliott is sending out a Doodle poll today for the August meeting. The purpose of the meeting is to receive preliminary information from the Next-Gen Requirements Task Force and to prepare for the MCLS September meeting.

Public Comment

Chair Henderson called for public comment. No public comment was forthcoming.

Minutes

No minutes will be approved because our agenda addresses only the Next-Gen ILS Requirements Task Force process. We are merely doing the TF.

Next-Gen ILS Requirements Task Force Process

The Task Force will be comprised of college and university representatives for term beginning August 1, 2014, and ending spring 2015.

The Committee received 15 applications to serve on the Next-Gen ILS Requirements Task Force. Applications were distributed prior to the meeting for review. A discussion of the applicants took place. The bulk of the applicants previously served on the Next-Gen ILS TF. Pat DeSalvo said that unless someone knows of a reason why someone should not serve, they should be included. Chair Henderson reviewed the names of original committee members. Barry Baker agreed and said that we asked them to do this. Barry Baker moved that we approve all former committee members, Pat DeSalvo seconded. The voting members unanimously approved. The TF now has seven members.

The group reviewed the applicant pool in terms of representation.

- 7 University Research
- 2 University
- 2 College Large

- 3 College Medium
- 1 College Small

The group reviewed the representation of the original committee

- 2 University Research
- 1 University
- 1 College Large
- 2 College Medium
- 1 College Small

Chair Henderson said that it looks like we may need more university representatives. Barry Baker does not think that a task force of 15 members is too large. The mix appears to be a good one. The applicants' backgrounds covered a variety of areas although they were heavy on the circulation side and light on the user side. Overall, it looks good as it is. Anne Prestamo looked at the group similarly. She saw it heavily tilted with circulation, access, and interlibrary loan applicants. Anne Prestamo was concerned that the colleges do not have anyone from cataloging or systems.

- Lori Driscoll expressed support about the university committee members being able to address cataloging aspects due to the original cataloging done at that level.
- Chair Henderson was also concerned about acquisitions. She also expressed concern about not having a cataloger from the colleges; however, this group does not have to have every expertise. They can talk to other people. The FLVC staff or Service Desk may know who uses or does not use some aspect of the system; thereby, giving us a contact for specific issues.
- Chair Henderson summed up the discussion by saying that the group has a pretty good mix although it is a little heavy on the circulation applicants. Additional members with extensive circulation credentials are not necessary at this time. Anne Prestamo said that among other returning members and other task force applicants, we are covered with necessary web services expertise.
- Pat DeSalvo asked if we were rolling over members who may not have the background or knowledge for the next step. Anne Prestamo said that the individuals who are moving forward did outstanding work.
- Chair Henderson asked Barry Baker if three committee members from UCF worked for him. She questioned whether the other universities would question UCF's participation with this number of staff. Chair Henderson did say that the applicants list included all who applied and each institution had an opportunity to apply. Chair Henderson offered Barry Baker the opportunity to comment about the number of UCF members. Barry Baker said that the process will be accelerated. He wants the task force to cover all of the bases. UCF will do whatever they need to do at UCF to cover them. UCF is committed toward working toward the greater good. Chair Henderson's favorite job title is Principal Cataloger.
- Chair Henderson also asked Tammy Elliott if any of the applicants are alternates to the MCLS. Don Muccino said that Jean [Phillips] just cannot represent Julia [Zimmerman] and act as the voting member. He is hoping we will have a sunshine resolution before too long. Chair Henderson said that we are looking at 13 members. Anne Prestamo makes 14 members. Tammy Elliott said that the only alternate is Jean Phillips. Chair Henderson said that Julia and Jean will work this one out, so it is not a problem.
- Chair Henderson asked about the mix now? Barry Baker said that it would be nice to have someone from the reference side of the house, but there is not an applicant in the mix. We have passed the deadline and we did not get anyone. He raised it as a possibility. Chair Henderson asked for other comments. Anne Prestamo said that we have members involved with user services and library instruction. They offer a good perspective.

- Chair Henderson asked the group for its take on where the makeup of the task force is. Pat DeSalvo asked if we have the group and are we now trying to determine what they will be doing. Chair Henderson said that we need the charge, but let's finish with the selection of the task force members. Chair Henderson will notify the task force members, as well as thanking those applicants who will not be serving at this juncture.
- Barry Baker moved to accept the Next-Gen ILS Requirements Task Force members. The committee has 13 members with Anne Prestamo as its liaison making her the 14th member [Michele Crump, Andrea Dufault, Parker Fruehan, Daniel Hood, Deborah Keeler, Jenna Miller, Jean Phillips, Jeanne Piascik, Kristine Shrauger, Marian Smith, Ying Zhang, Amanda Ziegler, and Anne Prestamo]. Bob Dugan seconded. The voting members unanimously approved.

Chair Henderson next addressed the Next-Gen ILS Requirements Task Force charge. As part of the call for applicants, it was announced:

- To begin an immediate and accelerated requirements development process, and to provide a report to the MCLS at their September meeting.
- As the preferred procurement process becomes clearer, the charge to the task force will be adjusted.

She said since these items are not the only responsibilities this group will have, are we comfortable with "more to come" or do we want this charge to be more specific? Pat DeSalvo asked if the task force was going to ask for work at its first meeting. She asked Anne Prestamo if there was work carried over from the original task force and do we need to give them more work to do from the onset. Pat DeSalvo is thinking about process. Barry Baker said that the letter had information about Orbis Cascade, so they do have some additional information. Chair Henderson said that they have experience with the beginning of this process due to the work of the original task force plus they have the information from the letter. Anne Prestamo said that perhaps we need to add that we have a lot of uniqueness related to both our current architecture for our system, as well as more local and specific needs, particularly as it relates to UBorrow. This information will not come directly from Orbis Cascade material, so perhaps a statement in terms of a description of current architecture and functionality in the system is important. Anne Prestamo said that we have discussed the makeup of the current task force, but in terms of a description of the current architecture, we may need to request more assistance from FLVC. The FLVC liaison did a great job with the prior task force. Anne Prestamo thinks a lot of descriptive information would be burdensome to her. Chair Henderson asked Don Muccino if he heard the need. Don Muccino indicated that yes, FLVC can do that. It is not a problem. He has a number of internal people. They are all well-rounded. Chair Henderson asked Anne Prestamo if she was moving that we include a description of the current architecture and unique functionality to the charge. Anne Prestamo indicated positively. Don Muccino said that the Orbis Cascade documentation is just the base from which the task force can start. Chair Henderson indicated that we will add the amendment to the charge. Barry Baker seconded. The voting members unanimously approved.

Chair Henderson thanked everyone. She asked if anyone else had a comment, suggestion, or change to make regarding what we have just done. No responses were forthcoming.

Adjournment

Chair Henderson asked for a motion to adjourn. Bob Dugan motioned to adjourn. Chair Henderson adjourned the meeting at 10:11AM.