Executive Committee of the
Members Council on Library Services (MCLS)
Conference Call
Agenda
Friday, September 26, 2014 – 2:00 p.m. to 4:00 p.m. EDT

Dial-in Number: **1-888-670-3525**
Participant Passcode: **575 614 9391** followed by the **#** key

2:00	**Call to Order**	Janice Henderson
2:00 – 2:02	1. **Public Comment**	
2:02 – 2:05	2. **Approve August 25, 2014 Meeting Minutes**	Janice Henderson
2:05 – 2:35	3. **Next-Gen ILS Task Force Update** A. Reconfirm Charge/Name for Task Force B. Update on Requirements and Timeline	Anne Prestamo, Lucy Harrison
2:35 – 2:50	4. **FLVC Spring User Meetings**	Brenda Rutten
2:50 – 3:10	5. **E-Textbook Discussion**	Don Muccino
3:10 – 3:20	6. **Update from Members Council on Distance Learning and Student Services (MCDLSS)** A. Joint MCLS and MCDLSS Meeting	Pat DeSalvo Janice Henderson
3:20 – 3:50	7. **Update from FLVC** A. Transition Update B. LBR Strategies C. Organizational Updates D. Project Updates	Don Muccino, Lucy Harrison
3:50 – 3:55	8. **Executive Committee Meetings** A. Future Topics B. Next Meeting Date	Janice Henderson
3:55 – 4:00	9. **New Business**	Janice Henderson
4:00	**Adjournment**	Janice Henderson

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

September 26, 2014

A meeting of the Florida Virtual Campus (FLVC) Executive Committee (ExCom) of the Members Council on Library Services to discuss regular business was called to order at 2:01 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Lori Driscoll (Gulf Coast State), Bill Foege (Polk State), Patricia Profeta (Indian River State), Anne Prestamo (FIU), Barry Baker (UCF), Bob Dugan (UWF), and Julia Zimmerman (FSU). The following FLVC staff was also present: Tammy Elliott, Don Muccino, Lucy Harrison, Lauren Sproull, Brenda Rutten, Bobby Jones, and Ellen Bishop.

Chair Henderson called the meeting to order at 2:01 PM and Patricia Profeta recorded the proceedings of the meeting.

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

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

Approval of August 25, 2014 Minutes
Having reviewed the draft minutes distributed prior to the meeting, the committee moved to approval for the August 25, 2014 minutes. Julia Zimmerman moved to accept the minutes and Bob Dugan seconded. The minutes were unanimously approved by the voting members.

Next-Gen ILS Requirements Task Force Process (NGIRTF)
Anne Prestamo indicated that the requirements document was sent to all member libraries. Technical difficulties occurred during the September 25 Elluminate webinar, so an alternative conference call was set up. Document sharing was not possible during the conference call. An additional informational webinar will be scheduled. An email with the requirements document and a survey response template will be sent. Each member library will submit one response with comments/suggestions from its employees. Jean Phillips also offered to meet with any FLVC standing committees. The standing committees will also be asked to submit a single set of comments on the requirements document. This review will be most important for the Collection Management and E-Resources Standing Committee and Digital Initiatives Standing Committee. During the institutional comment period, the NGIRTF will be working on the evaluation criteria document and other steps on the timeline. Ellen Bishop has been making slight adjustments and clarifications to the timeline. The timeline was revised significantly in response to the September MCLS meeting. Ellen Bishop indicated that another adjustment to the timeline will be discussed by Lucy Harrison and Bobby Jones. They discussed the timeline with the UWF procurement office. A number of deadlines were adjusted due to ALA, vendor demos, etc. Chair Henderson thanked the group for working on the timeline. The draft we received as part of the agenda packet is the timeline as it stands currently.

Lucy Harrison said that changes do not impact the overall timing, but it pushes the deadline for submissions by a week or so. Everything that we are doing right now to prepare for the ITN is on track. UWF indicated that once the ITN goes out, the ITN evaluation group makes the decision for the preferred vendor. We anticipated having the demos available for all of the member libraries facilitating feedback from them. Bringing the recommendation to the MCLS for approval may not be possible. ITN process calls for the evaluation group to make an assessment and a recommendation, but they cannot use anything from an outside group. Bobby Jones said UF was contacted and FLVC received confirmation on this process. The evaluation team cannot share information and receive input from other groups. We thought we would have a wider group of people making decisions. The NGIRTF might not be the right group to make this decision. We don't have to decide anything today. We will need to figure this situation out prior to the ITN going out.

Chair Henderson asked for a quick reaction and the ExCom members were surprised. Chair Henderson said that in speaking to Lucy Harrison prior to today's meeting, one of the things she realized is that we were careful about who is on NGIRTF because we wanted separate MCLS input due to Sunshine issues. We did not want to impede the process as the requirements group makes progress. Once the ITN is out, the evaluation group is almost certainly going to have some Sunshine responsibilities. The ITN process puts some things in negotiation and out of the Sunshine. Some of their process will have to be in the Sunshine. The MCLS activities can be in the Sunshine. Lucy Harrison said that we will need an expanded NGIRTF or a different team of people for the evaluation process. The timeline is moving along despite this new piece of information. We will address it for our next meeting. We have two more calls prior to the ITN going out. Anne Prestamo asked if the question was raised with UWF purchasing as to whether there was another option for a different type of procurement process that would allow for participatory feedback from the larger stakeholder group throughout the response and demo phase. Bobby Jones said that they did not ask. The ITN is the most flexible process for what we are trying to do. Anne Prestamo said that it is not flexible if it does not allow for input by the member libraries. Lucy Harrison indicated that FLVC will follow up with UWF.

Barry Baker said that the last time we used the ITN process, we had demos and we narrowed down the pool. There was a group that worked all the way through the timeline, but there was a process. Small group worked with negotiations. All along the way, there wasn't a formal recommendation that he can recall, but an ITN was out. Chair Henderson said that she recalled that a significant amount of work had already been done by FCLA. The deciding group may have been CSUL or FCLA, so there was an institutional rep from each university in the SUS. The colleges joined in at the end because the Legislature required it. Barry Baker said that the SUS picked the finalists and then the colleges joined. It sounds different. Chair Henderson said that she recalls at least one of the processes when a system was chosen, maybe DRA. That group had to work independently. They worked with staff but they couldn't work with the larger group. Barry Baker said that we had the process, watched the demos, received input, narrowed the field, and moved on with a decision.

Julia Zimmerman said that she might not fully understand the process, but could we name a new committee with all 40 members on it? Lucy Harrison said that a group that large would have to score, evaluate, attend meetings, etc. She said that we can propose it. Barry Baker said that the idea is worth exploring. Lucy Harrison said that we can name the MCLS as the committee and have a subcommittee do the scoring in order to comply with Sunshine. Barry Baker and Chair Henderson both indicated that Sunshine would be part of the process; however, Chair Henderson said that, based on experience at her own institution, sometimes deliberations are closed even in the Sunshine. This type of approach usually occurs during procurement. Lucy Harrison said that we don't know what the Sunshine status of the new organization will be. Chair Henderson said that it is likely that Sunshine will apply. Barry Baker said that a lot of things have to be clarified. Chair Henderson said that it is important to raise these questions.

Chair Henderson thanked the members of the NGIRTF and asked if the group needed anything from the ExCom. Anne Prestamo said that Jean Phillips will review her notes to see the next steps with the evaluation criteria. In light of what Lucy Harrison just shared, should the NGIRTF be proceeding with the evaluation criteria? Chair Henderson said yes; let's keep them working as I don't foresee anyone better suited than they are right now. Lucy Harrison said that the MCLS wanted to provide feedback anyway and the NGIRTF is moving forward based on that request. All member libraries will have the opportunity to provide feedback. At this time, the name of the task force remains.

FLVC Spring User Meetings
Brenda Rutten, Manager of Consultation and Training at FLVC, wanted to discuss the FLVC statewide spring meetings. She said that library staff likes them and it provides them an opportunity to attend a conference, to learn about FLVC, and to network with their peers. She wanted to ask about the logistics of the morning and afternoon breaks, as well as lunch. Usually, an envelope is passed to defray the costs of the breaks. For lunch, the groups go offsite. Attendance has grown and members want more time to network. Would a $20 fee to attend these conferences be possible? The same process used for the MCLS meetings would be used. Bill Foege asked for a batched invoice. Lucy Harrison said that the main issue is when attendees go offsite for lunch. It's easier for them to stay onsite. All agreed that it sounded fine. Brenda Rutten asked if anyone had thoughts about the agenda and how to improve it. Julia Zimmerman said that the meetings are very informative. Lucy Harrison said that FLVC provides updates, but we also have presentations from committees or individuals from the area libraries. Last year, the committees had time on the agenda for small group discussions. With all the committee work this year, we can really reach front line staff. In November, we will be looking for host sites in the five regions. More emails will follow about volunteering to be a host site and with logistical details.

eTextbook Discussion
Don Muccino touched on this topic during our recent conference calls. In the statute, we are required to look at eTextbook models around the state, the economics of the models, their success, and their issues with the purpose of making a recommendation during this fiscal year. The clock is ticking, so we need to get started. Internally, we can use a survey to see what is happening around the state with different pilots. We can leverage distance learning. We need to start the work on this project. We need to get on the MC's agendas to share where we are. We can bridge over to the DLSS for discussions and maybe a joint report. My question is if we want the ExCom to be an advisory committee or do we want another committee to look at this project? We want to include the MCs along the way. What is the best way to liaise? Do we hand the project off to a standing committee or do we work through the MCLS ExCom? Julia Zimmerman asked if we could have an ad hoc committee. Don Muccino said the MCLS with a connection to the DLSS. Chair Henderson said that it doesn't have to be the MCLS ExCom. We have a lot to discuss with Vicki Westergard, MC DLSS. The higher level discussions occur at this level with other groups working with the details. Lori Driscoll suggested members from both groups form an ad hoc group. Chair Henderson agreed with Lori Driscoll. Don Muccino said that he would try that approach and get back to the MCLS ExCom.

Update from Members Council on Distance Learning and Student Services (MCDLSS)
Joint MCLS and MCDLSS Meeting
Vicki Westergard and Chair Henderson have not been able to connect recently. They will connect soon. There were no other updates from this group.

Update from FLVC
Transition Update
Don Muccino said that not much has changed since the September meeting. FLVC met at UWF in conjunction with the BOG meeting. The January 1, 2015 target date is still in place for employees. The

BOG passed the Legislative Budget Requests (LBRs). A smaller group of employees will be moved into a temporary special status within UWF in order to begin their training. FLVC is working with a marketing company to rebrand services and the website. FLVC is looking for a January 2015 flip. Some of the services have already been named (e.g., UBorrow, LINCCWeb, and Mango). Let's not brand with the organization's name or identity, but brand the name of the services of Complete Florida Plus. FLVC will start to talk to consultants about this approach. We can have an umbrella type of name for the services (e.g., Discover Florida as the umbrella name with Mango and LINCCWeb as the services). As we change, those services will be under the umbrella. There are many questions to answer with regard to the names and the services. FLVC will be doing an inventory to review what all institutions are doing in an effort to minimize confusion related to the brand issue. Staff is in a waiting period, but UWF has been great about keeping the team whole as the transition occurs.

Project Updates
- Lucy Harrison provided some project updates. The eResources group licensing process is progressing. The deadline for the first round of pricing is September 26 at 5:00 PM. So far, there is a record level of interest. Last year, $1M worth of resources was licensed.
- Regarding the statewide 2015 collection, we are waiting for a few vendors to provide complete pricing information. We expect a slight shortfall for both the FCS and the SUS systems. There is no kind of absolute "as is" scenario that would work due to inflationary pricing increases and the opening of Florida Polytechnic University. FLVC is looking to keep the shortfall at a minimum. The shortfall might be $75K on the SUS side and $55K on the FCS side. FLVC will work with the Collection Management and E-Resources Standing Committee about cuts to the portfolio, if needed. FLVC will bring that information to the MCLS ExCom.
- The Help Desk will begin offering Saturday hours (9:00 AM – 6:00 PM) on October 4. The weekly hours are currently 10:00 AM – 8:00 PM. On October 1, the Help Desk will begin offering chat service.
- Eight colleges now use local Mango interfaces with Palm Beach (currently) and Lake Sumter (end of term) being the latest two colleges to introduce Mango. FLVC has streamlined the process. Branding on Mango can be problematic due to authentication and SFX is still linking to LINCCWeb. FLVC started to see issues with the Mango front end and the LINCCWeb logo. SFX has also been showing the LINCCWeb logo. The various logos can become confusing. The User Interface Standing Committee will be asked to review those pages. Options include, but are not limited to, the reduction of branding on those pages or removing links that do not make sense. As we get more direction about Complete Florida Plus, we can address longer term solutions.
- FLVC is working with TBLC regarding the invoicing for the delivery service.
- HathiTrust is processing the holdings files that FLVC sent. Once the processing is complete, FLVC can discuss making more items accessible in Mango. This step is involved as membership levels within HathiTrust affects access to the items.
- UPD Y ("Update Yes (UPD Y)" for Aleph Authority Records) is complete.
- On September 29, ALEPH passwords need to be changed. A few minor issues have been resolved. The new passwords must be between 8-10 characters (alpha and numeric). Users will receive a 10 day notification to change theirs passwords; however, they cannot use their previous five passwords. There will be exceptions for some passwords.
- Islandora has begun migrating serials. An offline batch has been tested (packets of files to Islandora) and is moving into production. Metadata for digital items comes from DigiTool into Mango. FLVC is trying to learn how to get metadata from Islandora instead of DigiTool as it is being phased out. FLVC is experimenting with code on newspaper content, particularly content hosted on Sobek. FLVC has also been talking about PALMM hosted on DigiTool. PALMM is more of a discovery interface than anything else. Is the concept of PALMM still needed? Do we need a PALMM instance on Islandora?

- Lucy Harrison said that a lot of projects are in progress, but she just shares the bigger projects at the meeting.

Executive Committee Meetings
Future Topics
- Next-Gen discussion
- Transition (governance) discussion
- Ad Hoc Task Force for eTextbooks

Next Meeting Date
- To date, October 28 (10:00 AM-12:00 noon) is the preferred time slot.
    - Profeta has a problem with the last week of October due to the Association of Florida Colleges convention; however, she and Tammy Elliott have worked out a solution for the minutes.
- To date, November 19 (10:00 AM-12:00 noon) is the preferred time slot.

New Business
Committee had no new business.

Adjournment
Chair Henderson asked for a motion to adjourn. Julia Zimmerman moved to adjourn and Anne Prestamo seconded. Chair Henderson adjourned the meeting at 3:10 PM.