



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

Agenda

Thursday, April 9, 2015 – 10:00 a.m. to 12:00 noon ET

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

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

10:00	Call to Order	Janice Henderson
10:00 – 10:02	1. Approve February 24, 2015 Meeting Minutes	Janice Henderson
10:02 – 10:15	2. Update on Executive Advisory Council	Janice Henderson
10:15 – 10:20	3. Next-Gen ILS Process Update	Janice Henderson
10:20 – 11:20	4. MCLS Processes and Procedures	
	A. Report from Proportionate Voting Workgroup	Julia Zimmerman
	B. Select New Standing Committee Members	Janice Henderson
11:20 – 11:40	5. Update from FLVC	Don Muccino, Lucy Harrison
	A. Organizational Updates	
	B. FLVC.org Website Redesign	
	C. Project Updates	
11:40 – 11:45	6. Update from Members Council on Distance Learning and Student Services (MCDLSS)	Don Muccino
11:45 – 11:50	7. Executive Committee Meetings	Janice Henderson
	A. Future Topics	
	B. Next Meeting Date	
11:50 – 11:55	8. New Business	Janice Henderson
	A. June Meeting Agenda	
11:55	Adjournment	Janice Henderson

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

Minutes

April 9, 2015

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 10:03 AM EDT pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Barry Baker (UCF), Lori Driscoll (GCSC), Patricia Profeta (IRSC), Anne Prestamo (FIU), Bob Dugan (UWF), and Julia Zimmerman (FSU). Also present: UWF staff: Pam Northrup; FLVC/CFPP (Complete Florida Plus Program) staff: Tammy Elliott, Lucy Harrison, Don Muccino, Linda McCarthy, Nicole Nichols, Lauren Sproull, and Ellen Bishop

Chair Henderson called the meeting to order at 10:03 AM EDT and Patricia Profeta recorded the proceedings of the meeting.

Roll was called.

Approval of February 24, 2015 Minutes

The draft minutes were distributed prior to the meeting and Julia Zimmerman moved that we accept the minutes pending final edits. Members of the ExCom agreed.

Next Gen process Update

Chair Henderson said that the results of the ITN for the Next Generation Integrated Library System (ILS) were posted on UWF's procurement website. The vendors have 72 hours (expires on 4/10 at 2:00pm EDT) to respond to the Notice of Intent to Award. The reviewers and the evaluators may not communicate with the vendors until after the deadline has passed. Following this part of the process, we still have the financial hurdle and the negotiation of the contract. Lori Driscoll asked about the process for requesting funds. She asked if the request included the \$400,000 needed for the reclamation project. Chair Henderson said the basic money for the system included some funds for authority cleanup work and that particular request went through an LBR. The LBRs have not yet been addressed by the Legislature. Janice Gilley's primary concern is the restoration of the \$5 million. Once the 72 hour deadline has passed, conversations can occur between Janice Gilley and the Legislative staff. Funds have not yet been allocated through committee meetings. Lucy Harrison said that the original request was generic and it could be changed to make it specific to a vendor. Chair Henderson said that financial specifics have been handled in more detail by UWF to date. Lori Driscoll asked who will update the LBR and Chair Henderson said UWF. During the last meeting of the Next-Generation ILS Evaluation Task Force, Angie Jones shared a few details about the next step in the process. Anne Prestamo suggested that Pam Northrup address that question. Lori Driscoll did not want our group to appear passive during this stage. Upon Pam Northrup's arrival on the call, Chair Henderson reviewed the aforementioned questions. Pam Northrup said that it is nebulous at this point. Some of this action may not take place until the last moment. Step one, we should learn if the LBR is in, but we may not learn that it is out until the end of the session. The session may end

in June this year. We will not know about the dollars yet. Chair Henderson asked when we can inquire whether or not the amount of money requested in the LBR is adequate. We cannot ask for more than we submitted. Anne Prestamo assumed that the process needed to move quickly so we could adjust the LBR with real numbers. Janice Gilley will have to weigh in with this question. Does the LBR appear adequate from what was sent in the ITN application packet? The group had no additional questions.

MCLS Processes and Procedures

Report from Proportionate Voting Workgroup

Julia Zimmerman shared the Workgroup's report. The Workgroup is comprised of four members (Julia Zimmerman (chair), Robert Dugan, Janice Henderson, and Ruth Smith). The group met on March 31. The primary issue of concern was the concept that the SUS libraries would be disadvantaged as they are a minority of the MCLS vote. Chair Henderson reminded us that the MCs have been removed from the Sunshine Law and cannot vote. In essence, proportional voting is moot. Much of the discussion centered around eResources because spending decisions based on sectors could affect the SUS libraries. This group also touched upon the committee process and how it needs to be revised. It was suggested that we determine new operational procedures for the MCLS so that we do not disadvantage any subgroup. Other questions arose such as what happens when committee members are non-participatory? It is in the best interest of the MCLS to step back from the existing bylaws and determine a new set of operational procedures so that we function in the best interests of our membership. Bob Dugan and Chair Henderson had nothing else to add. Lucy Harrison said that the term "recommendation" could not be used. We can use information and fact finding. Julia Zimmerman indicated that the verbiage would be addressed. We need an Operational Procedures Group. Chair Henderson asked how we would like to proceed with the constitution of that group. Anne Prestamo is in favor of putting out a call for participation. Chair Henderson would like to involve the committee chairs at some point. She also has some suggested changes from the current bylaws which may provide a starting point. She will share these suggestions, but she said that the edits do not change the bylaws in a significant way. Lucy Harrison asked if the group needs to begin its work soon for consideration at the June meeting. Chair Henderson said yes, but questioned the timeline. September would be the next time the group will meet to discuss. Anne Prestamo suggested that a draft could be presented at the June meeting for further input and commentary used for a document to be presented at the September meeting. Barry Baker concurred and agreed that we need a discussion in June. Chair Henderson asked if any of the ExCom members are interested in participating. Pat Profeta said that she is interested. Lucy Harrison said that in the past we have had a single set of operational bylaws for the MCs and BOD. Lucy Harrison asked if we need to have them in walk step? Do we need to involve the other MCs? Chair Henderson will communicate with them; however, she said that we have a different set of issues. The documents need to address varying responsibilities with differing structures.

Select New Standing Committee Members

Chair Henderson asked Julia Zimmerman to give an update from the Nominating Committee. Julia Zimmerman indicated that the other members of the committee are Brian Kelley and Elizabeth Curry.

Slate:

Chair Elect: Ray Calvert (PHSC)

Member at Large: Tracy Elliott (SCFMS)

Secretary: Kathryn Miller (FPU)

During the June meeting, we can solicit nominations from the floor; however, they must meet the FCS/SUS rotation scheme. The ExCom has been operating with non-voting members. Is there a reason why the secretary does not vote? Chair Henderson said reasons might include the burden of recording minutes or the balance of FCS and SUS members. Lucy Harrison said that it might not be an issue

anymore, since we are no longer voting. Julia Zimmerman said that the non-voting aspect makes the position less appealing. Lucy Harrison indicated that there is always a recording of the minutes should the secretary become distracted by the discussion.

Select New Standing Committee Members

The Committee received applications to fill standard and immediate standing committee vacancies. Applications for the vacancies were distributed prior to the meeting for review. Discussion of the applicants took place for the Collection Management and E-Resources Standing Committee (5 vacancies (3 SUS/2 FCS)), Digital Initiatives Standing Committee (7 vacancies (5 SUS/2 FCS)), Resource Sharing Standing Committee (5 vacancies (2 SUS/3 FCS)), Technical Services Standing Committee (5 vacancies (2 SUS/ 3 FCS)), and User Interfaces Standing Committee (5 vacancies (2 SUS/3 FCS)). Committee membership was determined. Based on a discussion, several additional FCS members were added to the Digital Initiatives Standing Committee.

The MCLS also discussed the value of a short CV to learn more about an individual's experience. This approach might be particularly useful when reviewing applications for individuals who apply for more than one committee.

Update on Executive Advisory Council

Chair Henderson said that the Council meeting was organizational in nature with discussion focused around upcoming issues for the group. This group is advisory and does not vote, but wanted to ensure communication of information to the constituents. Don Muccino said that this two hour meeting occurred in Tallahassee with members meeting virtually or in person. All but one Council member was in attendance. The meeting was organizational and discussion revolved around expectations that Pam Northrup presented. This Council represents a broad cross cut of the constituency. It looks at the different services we provide. The organizational matters involve terms; guidelines and procedures; and meetings, purposes, and scope. The Council discussed the new website and branding. The Council also discussed a July retreat after the June Members Council meetings. Polling for that date is already taking place. Current ExCom members Chair Henderson and Anne Prestamo will represent us. Chair Henderson suggested that chair-elects also be polled as the chair roles change on July 1. Pam Northrup concurred and asked Don Muccino to include the chair-elects. Is it appropriate to have arriving chair-elects and departing chairs at the retreat meeting to provide insight to the Council? It was agreed that the perspectives of outgoing chairs is valuable.

Update from FLVC

Don Muccino provided an FLVC update.

- FLVC is working on its annual planning process and how it will fit into the UWF planning process (UWF and the Innovation Institute). FLVC is looking at a three year plan for IT.
- The new website will debut in July with branding enhancements from Mindpower. The current website will include institutional profiles, as well as a college and career planning evaluation, to be released release prior to the unveiling of the new website. Wireframes were just shared by Mindpower to enable FLVC to share some pre-work before the July release date. An 8-10 question survey will be shared with the MCs about both the staff and the student portions of the website. Comments will facilitate the July release and subsequent changes. The career planning system (K-12) ITN is set for the summer time frame. The system will be integrated into the site, but it will bring you to the broader vendor site.

Lucy Harrison discussed some of the FLVC projects.

- HathiTrust Access: The ball is in the SUS court in terms of ADA access and a revised list of codes needed to re-run the extract for resubmission to HathiTrust.

- Aleph security passwords: An email will be sent in the next few days related to the security audit. FLVC implemented changes in several phases. These final changes mainly address SUS library employees. New employees will be required to change their passwords the first time logging into Aleph. Passwords that have not been used for six months will also be blocked. FLVC has done its best to identify dummy accounts; however, there may still be exceptions that have not yet been identified.
- Lucy Harrison reviewed the bibliographic database quality initiatives based on CSUL's "Shared Bib Problems and Issues Task Force: Final Report: CAM Response" and the FLVC Technical Services Standing Committee's review of and response to it. Items 1, 2, and 3 address the cleanup of existing records and require additional staffing. Item 4 involves the documentation of progress on centralized batch load records for the SUS and the FCS. A process is currently being reviewed by the TSSC for its feedback. Item 5 involves adding constraints to matches; however, the Harvard fix that was believed to be a possible solution is not viable so the issue continues to be investigated. FLVC has other efforts underway and Lucy Harrison reported them late last week.

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

- Don Muccino said that an ExCom call occurred earlier this week. This group also discussed some of the organizational topics that the MCLS discussed today. They also discussed professional development and, with Russ Atkins' leadership, the first phase of the MC's strategic direction. This first phase will address what the MC should do for its constituents, what is important, goals, values, and more. Then, the ExCom will look into a broader strategic direction for the organization.
- The September meeting will more than likely be held at Valencia College.

Executive Committee Meetings

Future Topics

- Proportional voting with a call for participation
- June MCLS final agenda and gathering input during joint meeting
 - ITN and ILS
 - New operational procedures
 - Voting from nomination committee
 - Leadership
- Legislative update including LBR funding update (possibly with Janice Gilley)
- Website
 - Mindpower and Florida Shines
 - Survey results
 - Mockup of the staff site

Next Meeting Date

Tammy Elliott will send out a Doodle Poll soon after learning about the dates of the upcoming IT Strategic Planning Working Group meeting.

New Business

Committee had no new business.

Adjournment

Chair Henderson adjourned the meeting at 11:59 AM EDT.