



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

**Agenda**

Friday, June 19, 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

<b>10:00</b>	<b>Call to Order</b>	Janice Henderson
<b>10:00 – 10:02</b>	<b>1. Approve May 27, 2015 Meeting Minutes</b>	Janice Henderson
<b>10:02 – 10:20</b>	<b>2. Debrief from MCLS and Joint Meetings</b>	Janice Henderson
<b>10:20 – 10:45</b>	<b>3. MCLS Processes and Procedures</b> <ul style="list-style-type: none"><li>A. Standing Committee Liaisons</li><li>B. Upcoming Meeting Dates and Locations<ul style="list-style-type: none"><li>1) September Meeting</li><li>2) December Meeting</li></ul></li></ul>	Janice Henderson
<b>10:45 – 10:50</b>	<b>4. Executive Advisory Committee Update</b>	Janice Henderson
<b>10:50 – 11:15</b>	<b>5. Update from FLVC</b> <ul style="list-style-type: none"><li>A. Organizational Updates</li><li>B. Legislative Update</li><li>C. Strategic IT Task Force</li><li>D. Project Updates</li></ul>	Don Muccino, Lucy Harrison
<b>11:15 – 11:25</b>	<b>6. Update from Members Council on Distance Learning and Student Services (MCDLSS)</b>	Don Muccino
<b>11:25 – 11:35</b>	<b>7. Executive Committee Meetings</b> <ul style="list-style-type: none"><li>A. Future Topics</li><li>B. Next Meeting Date</li></ul>	Janice Henderson
<b>11:35 – 11:35</b>	<b>8. New Business</b>	Janice Henderson
<b>11:35</b>	<b>Adjournment</b>	Janice Henderson

This page intentionally left blank.



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

**Minutes**

June 19, 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 10:04 AM EDT pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (NWFSC), Barry Baker (UCF), Lori Driscoll (GCSC) Patricia Profeta (IRSC), Anne Prestamo (FIU), Ray Calvert (PHSC), Kathryn Miller (Florida Poly) and Julia Zimmerman (FSU). Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Tammy Elliott, Lucy Harrison, Don Muccino, and Linda McCarthy.

Chair Henderson called the meeting to order at 10:04 AM EDT and Patricia Profeta recorded the proceedings of the meeting.

Roll was called.

**Approval of May 27, 2015 Minutes**

The draft minutes were distributed prior to the meeting and Anne Prestamo moved that we accept the minutes with corrections and Julia Zimmerman seconded. The motion carried.

**Debrief from MCLS and Joint Meetings**

Chair Henderson asked if there were things from the meeting that we need to discuss together. The order of agenda items needs to be reviewed to allow more time for discussion and less time for reading reports. Committee chairs are integral to meetings. Their participation is important and we do not want to stop their participation. Lori Driscoll suggested that it may be the way we introduce the report with the chair involved for questions or discussion. Barry Baker concurred and said it made more sense for the individuals to be there for questions and action items. Lori Driscoll said that we have chairs coming on board and we can have a conversation with them. The Committee chairs are asked to present their committee reports, but Tammy Elliott said that FLVC can adjust the instructions. Lori Driscoll suggested a report format with bulleted activities that have taken place, actions the committee will take, and actions needed from the MCLS. Chair Henderson asked if the chairs get training. Lucy Harrison said that the chair is someone who has been on the committee for a while so there is familiarity with the process. No formal orientation has been done with them. Chair Henderson said that Anne Prestamo will share this process with the chairs. Additionally, the invitation email sent to the chairs will also include this process. Lucy Harrison suggested that we ask the chairs to provide the report, answer questions, and focus comments to the group on anything that requires input, discussion, or feedback. Anne Prestamo was comfortable with this approach. Lucy Harrison said that the MCLS liaisons can assist with this process, too. Anne Prestamo asked if Tammy Elliott could help coordinate schedules for the first quarter of the year so that she can spend a brief portion of time with each committee. Chair Henderson has also

participated in the listservs so she can understand some of the issues. Anne Prestamo asked Tammy Elliott to set her up with the listservs, too. Chair Henderson told Lucy Harrison that she appreciated her written reports and the manner in which she presents the information during the meetings. Chair Henderson said that sometimes a report may be the only way to convey information. Lucy Harrison suggested the possibility of using a template to gather information for reporting purposes. The minutes are not always the best mechanism for relaying information. Chair Henderson said she likes the agendas in Word format so she can edit and add details where she needs. Action items are particularly noted. She spoke about quick forms beneficial for reporting. The Operational Procedures group has been tasked with creating a template. Lucy Harrison did not have other meeting items requiring a debriefing. Chair Henderson asked if anyone had comments to share from the meetings.

Chair Henderson said that the Operational Procedures draft is next. There are items to pull and add to that document from both the May and the June meetings. Chair Henderson will send those suggestions to the committee. Two people volunteered to review and edit the draft. We still have more FCS than SUS members on this committee. Do we have suggestions for any other SUS participation? Julia Zimmerman and Barry Baker said that they would both read it. Pat Profeta, Chair Henderson, Ray Calvert, and Judy Russell will serve as the Operational Procedures group with four readers. We should have some good discussion points for the September meeting.

## **MCLS Processes and Procedures**

### *Standing Committee Liaisons*

Chair Henderson said that we have two issues. One, we need liaisons for the new standing committees. Two, we need a discussion of the Standing Committee liaison roles. Some liaisons become involved in the committees and some do not. We are not limited with liaisons. In some areas, it may help to have one more than one MCLS liaison. For example, the eResources Standing Committee might need additional MCLS liaisons to review questions about funding. Should we have an FCS and an SUS as a liaison for every committee? Chair Henderson believes we should work as one MCLS, but it might help to have more than one liaison on some committees. Lucy Harrison shared the role of the liaisons. Chair Henderson asked for discussion. Anne Prestamo asked about the migration during the next 2-3 years and said that we will see a need for a variety of working groups not necessarily standing committees. We may need to tap MCLS members to serve in different roles. Perhaps, we are better to not encourage multiple liaisons as we need people in different roles. Chair Henderson agreed. Ray Calvert asked why we cannot have the liaisons be the individuals who report and not the chairs of those committees. Chair Henderson liked that idea. The FCS had followed that process prior to FLVC. The chair was included only when deemed necessary. The liaison would have to attend all of the meetings and help formulate the report. Chair Henderson said that there are three people responsible for ensuring that the report is complete (chair, liaison, FLVC rep) with the liaison sharing the issues with the MCLS. Lucy Harrison suggested that the FLVC liaison can follow up with MCLS liaison with their input. Julia Zimmerman said that if the liaison gives the report at the meeting, s/he would get more involved in the activities of the committee. This method helps to build some leadership depth in the MCLS. We encountered problems with the nominating committee in finding people who were engaged. Chair Henderson said that it would also help with the discussions. Lucy Harrison said that if we are increasing the role of the liaison, it is time to document what that role is. Chair Henderson is willing to look at current liaisons to see what we are going to do and what we are thinking about doing to gauge their continued interest. If not, the ExCom can appoint new members for potential openings. Anne Prestamo liked that approach. Lucy Harrison said that the committees assume that their liaisons will continue and said that there is no rush. Tammy Elliott will get with Anne Prestamo, Chair Henderson, and Standing Committee liaisons to set up a Doodle Poll for a meeting.

### *Upcoming Meeting Dates and Locations*

- The September 2-3 CSUL meeting is scheduled at FAMU with the MCLS meeting at the FLVC offices on Wednesday afternoon and Thursday morning. Anne Prestamo has not heard from anyone about potential problems with the September dates. Lucy Harrison said the September date is confirmed.
- The December 2-3 CSUL meeting is scheduled at UNF. Elizabeth Curry said that their meeting rooms book quickly. The December dates may be problematic with two SUS library administrators unable to attend meetings that week. Tammy Elliott and Lucy Harrison suggested a virtual meeting for December; however, agenda items may support a face to face meeting rather than a virtual one. Other meeting dates were discussed. Chair Henderson said that the December date was critical in 2014 due to the ITN. We also have an upcoming February meeting. A virtual meeting in December may be the preferred option. If we start the process for a new ILS, we are going to be meeting a lot in one capacity or another. Our libraries and our persons will be involved. We may also have more meetings than usual. We will also have those three face to face meetings that Pam Northrup is scheduling. Julia Zimmerman said that we should also book a room should a face to face meeting be necessary. Lori Driscoll suggested December 9-10 with CSUL on December 10-11. Anne Prestamo said that if we agree for MCLS to meet on December 9-10, then she will send a note to the CSUL list to share what we decided and they can move from there.

Anne Prestamo asked about scheduling more regular dates for the ExCom. In an effort to cut down on coordination, Anne Prestamo suggested a semi fixed meeting schedule for the ExCom conference calls understanding that changes might need to occur. A Doodle Poll will be sent with options for recurring meetings on Wednesday, Thursday, or Friday of the third week of the month.

### *Executive Advisory Committee Update*

Chair Henderson indicated that the next meeting is scheduled for July 8-9 at UCF. Anne Prestamo, Janice Henderson, and Ray Calvert will be involved. As far as the Chair Henderson can tell, it is about establishing the group, so there will be a more detailed report after the meeting. Don Muccino said they hope to engage the Executive Advisory Committee with strategic planning. The group hopes to have a facilitator assist with the meetings. Background materials will be ready shortly. The objective is to have good discussion and to engage the Executive Advisory Committee in the strategic planning process. The ExCom did not have questions.

### **Update from FLVC**

#### *Organizational Updates*

Don Muccino shared updates during the MCLS meetings the previous week.

#### *Legislative Update*

Don Muccino said that we do not yet have much information to share. The Legislature is voting tonight. It is difficult to see the FLVC budget specifically because it falls under UWF. We last heard from Janice Gilley during the MCLS meetings. The CFPP may be listed with Rapid Response funds. The funds were mentioned in the GAA; however, the final verbiage may not include the CFPP. If you see the CFPP identified anywhere, please share that information with the ExCom. There is no definitive word yet.

#### *Strategic IT Task Force*

The Task Force is working on the report right now, so there is not a final report yet.

### *Project Updates*

Lucy Harrison said that the projects mentioned at the MCLS meeting are continuing. HathiTrust has new specifications and FLVC is working on them. FLVC is working on ADA access and the testing of it. The next UISC is scheduled for July 9 and we are targeting to talk to that group about what the outcomes might be for ADA facets, images, and text. Colleges do not have access to them. With regard to the OCLC cleanup project, we have updated almost 180,000 records with an estimated 60% done. We are now dealing with diminishing returns as we are only 1/3 of the way done with the actual work time wise. The geographic lending hierarchy will be implemented on July 1 following a notification to the listserv. The Resource Sharing Survey close date is July 1. FAMU Islandora has gone live. We are talking to Lori Driscoll later today as the Digital Services group is more accustomed to working with the universities than the colleges. FLVC is continuing to work on reports for Islandora; however, the group may want more data than what Islandora is capable of providing. She also shared help desk and chat statistics. The enhancements to the library staff website are slated for late August and will include access to the institutional cases and the knowledge base.

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

Don Muccino discussed the white paper and the discussion about the MCDLSS meeting institutional needs. The MCDLSS will meet three times per year with the fourth meeting in conjunction with the symposium. The group will be focusing more on best practices. Sessions will be built around this type of content. At this meeting, there was professional development in the disciplines around distance learning and certifications for faculty. There were four rotating sessions. FLVC does not run their systems, so these sessions will help to supplement local practices. The move into K-12 has broadened that scope because it is a bit more of a challenge. Melanie Jackson (SFSC) has been invited to attend the Executive Advisory Committee meeting.

### **Executive Committee Meetings**

#### *Future Topics*

The following items were identified: Executive Advisory Committee report, Next Gen ILS, budget, eResources, and joint work between two MCs and ongoing dialog.

#### *Next Meeting Date*

Tammy Elliott will send a Doodle Poll for the next meeting date due to upcoming meetings and vacations. Results of the recurring meeting date Doodle Poll may help in determining the date. A draft agenda will be circulated on the Monday of the week the ExCom meets just in case additional items need to be added to the agenda.

#### *New Business*

There was no new business.

This meeting marks Chair Henderson's last official meeting as the chair. Lucy Harrison commended her. Chair Henderson indicated that this role was challenging, but fun. She looks forward to being the past chair. She wants to encourage MCLS members to engage in order to participate at this level. Barry Baker, Lori Driscoll, and Pat Profeta are also completing terms of service and they will be missed. Tammy Elliott was also commended for her support in keeping the ExCom on track and informed.

Chair Henderson adjourned the meeting at 11:20 a.m.