



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

Agenda

Wednesday, December 16, 2015 – 2:30 p.m. to 4:00 p.m. ET

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

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

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| 2:30 | Call to Order | Anne Prestamo |
| 2:30 – 2:35 | 1. Approve October 21, 2015 and November 18, 2015 Meeting Minutes | Anne Prestamo |
| 2:35 – 3:30 | 2. December MCLS Meeting Debrief A. Next-Gen ILS 1. Update 2. Framework Finalization 3. Ad Hoc Committee—Next Steps 4. Working Groups—Next Steps B. “Engaging for the Future”—Next Steps with Kate Nevins | Anne Prestamo |
| 3:30 – 3:40 | 3. Draft E-Resources Framework | Anne Prestamo |
| 3:40 – 3:50 | 4. Process for Filling Additional Slots on Expanded Resource Sharing Standing Committee | Anne Prestamo |
| 3:50 – 3:55 | 5. Executive Committee Meetings A. Future Topics B. Next Meeting Date (January 20, 2015) | Anne Prestamo |
| 3:55 – 4:00 | 6. New Business | Anne Prestamo |
| 4:00 | Adjournment | Anne Prestamo |

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

Minutes

December 16, 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 2:30 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Ray Calvert (Pasco-Hernando), Janice Henderson (Northwest Florida States), Kathryn Miller (FPU), Anne Prestamo (FIU). Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Ellen Bishop, Mike Dieckmann, Tammy Elliott, Lucy Harrison, and Dave Whisenant. Not present: Bob Dugan (UWF) and Tracy Elliott (Manatee-Sarasota)

Chair Anne Prestamo called the meeting to order at 2:31 PM EDT and Kathryn Miller recorded the proceedings of the meeting.

November 18, 2015 minutes were reviewed by the committee. Janice moved to accept. Ray seconded. Minutes approved.

December MCLS Meeting Debrief

Next-Gen ILS Update

Mike Dieckmann shared the Next steps in the negotiation process: There is an internal negotiation document. This Friday morning have a meeting with the vendor and bullet points will be distributed to the vendor. There will be a lot of contract language that needs to be drafted. Goal is to have a contract in January 2016.

Next-Gen ILS Framework Finalization

Revised draft document was presented by Lucy Harrison. Notes on changes include, but are not limited to:

- This is an internal document
- Goal is to implement something really great for students and faculty to use.
- The back office functions need to meet the needs of our library staff.
- Implementation team is reporting to both Members' Council and the ExCom.
- Adding the 3 MCLS representatives to the negotiation team.
- Setting the expectation that liaisons need to be active participants.
- Additional workgroups were added.

All changes are available in red-line in the draft document distributed for this meeting.

A joint use working group is being created to ensure that the joint use libraries are represented in the ILS negotiations, resource sharing and general FALSC business. Ray Calvert asked for a definition of "What is a joint use library"? Dave Whisenant answered that Joint use is within the system—it is both a

college and university in the same location. Lucy Harrison added that sharing of the ILS constitutes joint-use, more informal agreements are not. Lucy continued that the joint use definition does not need to identify in the document. Working question: Do we want to go over the limit of 8 for any of the working groups? It was agreed that the working groups will have no more than 8 members subject to Executive Committee approval.

It was decided that Discussion Groups would be the name used to describe special-interest groups that come together to discuss focused sections/situations within the ILS implementation.

Having two Executive Committee representatives on the Steering Committee is important.

Anne Prestamo: The Interface working group will test links, identify if our users are getting to the full text in the most efficient way possible. This group will probably be different people than those who work with the back-room operations.

Ray Calvert: Request to have the E-resources working group focus just on the ERM.

Judy Russell's email from 12/16/15 was addressed by creating three different working groups:

1. ERM
2. Discovery Interface
3. Discovery Configuration

The working groups may change over time as needs are identified.

Anne suggested that the entire document is subject to change and additions as additional information about the product and implementation are identified.

Lucy indicated that it is critical for FALSC to have some conversations with the vendor on their own.

The APIs will be part of the negotiation process. At some point it becomes the responsibility of the local IT department.

Where do we go with this document at this time? Anne suggests at this point, with holidays approaching, to send to the Executive Committee and hold off until any further dissemination until we have had some negotiation conversations with the vendor. The negotiation process may facilitate more changes in the document. Anne suggested sending a brief message to the Members list—we are in the process of incorporating the comments from the Members Council meeting and from individuals and we will hold off from distributing further information until we are further along with the negotiation process.

Next-Gen ILS Ad Hoc Committee—Next Steps

Question of who has the ability to say “Go-No Go” is critical. It is important to remember that the organization of FALSC has brought up many systems. This is something that we have a lot of experience in. FALSC has over 30 years of experience in bringing systems live.

Ray Calvert suggested that we come up with rules and guidelines for “Go-No Go” and ask the ad-hoc committee to identify who else should have input on the timing of the decision in addition to the implementation committee.

Janice suggested that we identify the key issues within the institutional purview that will inform the “Go-No Go” decision. Janice also indicated the importance of consistency that is needed in the system. Go-No Go decision have to be those crucial decisions.

Anne Prestamo: Creating the ad-hoc group now lets people get their critical points out on the table now. With this input we have those points identified and this becomes the testing criteria. We avoid having libraries identify issues critical to going live at the end of the process.

Brian Dougherty, Judy Russell, Janice Henderson, Carol Hixson have volunteered to be on this ad-hoc committee. Tammy suggested that we have a minimum of 5 volunteers. The deadline for volunteering will be extended. Anne asked for more college volunteers, with the goal of having 3 university and 3 college volunteers. Anne will touch base with Tammy just after the New Year to see if we need to send out another invite/reminder.

“Engaging for the Future”—Next Steps with Kate Nevins

Anne Prestamo: We are awaiting Kate’s summary for the meeting. We identified two top items for the most immediate further work to be done. One centered around the processes for the group and the other around e-resources. Kate will continue working with us and helping us through the action items.

Next steps will be identified at the January ExCom meeting.

Lucy Harrison: If we want Kate to attend February Members’ Council meeting, we should let Kate keep the February Members’ Council Meeting dates free. Lucy indicated that FLVC does have the money to support Kate’s attendance at the February’s Members’ Council meeting,

Process for Filling Additional Slots on Expanded Resource Sharing Standing Committee (RSSC)

Anne Prestamo: Access Services personnel will be added to the E-Resources committee. Movement into the Access Services and Circulation area, so we need to have a new call for membership on the Committee and identify new members

Kathryn Miller moved that we put out a new call for volunteers. Ray seconded. The call for new members will be made in January. Motion approved.

Tammy: When we send out the call, we include the charge. The expanded charge that was shared at the Members Council meeting will be used.

New Business

Next Meeting Date—January 20, 2015.

Third Wednesday at 2:30—Committee members confirmed that the date still works.

Tammy Elliott indicated that the June meeting may be problematic due to June 14 MCLS meeting.

Future Topics: We are rolling forward many things to January.

Janice Henderson moved to adjourn at 4:17. Ray Calvert seconded. Meeting adjourned at 4:17.