



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

Agenda

Wednesday, January 20, 2016 – 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

2:30	Call to Order	Anne Prestamo
2:30 – 2:35	1. Approve October 21, 2015 and December 16, 2015 Meeting Minutes	Anne Prestamo
2:35 – 3:00	2. “Engaging for the Future”—Next Steps with Kate Nevins	Anne Prestamo, Kate Nevins
3:00 – 3:30	3. Next-Gen ILS Update A. Update on Process B. Distribution of <i>Next-Gen ILS Planning and Implementation Framework</i> Document to MCLS C. Charge and Membership of the Ad Hoc GoLive Criteria Working Group	Lucy Harrison, Janice Henderson, Anne Prestamo
3:30 – 3:40	4. MCLS Processes and Procedures A. Approve Agenda for February MCLS Meeting B. Update on Process for Filling Additional Slots on Resource Sharing Standing Committee	Anne Prestamo
3:40 – 3:50	5. FALSC/FLVC Updates	Lucy Harrison
3:50 – 3:55	6. Executive Committee Meetings C. Future Topics D. Next Meeting Date (February 17, 2016)	Anne Prestamo
3:55 – 4:00	7. 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

January 20, 2016

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 2:33 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Bob Dugan (UWF), Janice Henderson (Northwest Florida State), Kathryn Miller (FPU), and Anne Prestamo (FIU). Also present: FLVC/CFPP (Complete Florida Plus Program) staff: Ellen Bishop, Mike Dieckmann, Tammy Elliott, Lucy Harrison, Linda McCarthy, Pam Northrup, and Dave Whisenant. Kate Nevins joined as a guest.

Chair Anne Prestamo called the meeting to order at 2:33 PM EDT and Kathryn Miller recorded the proceedings of the meeting.

Kathryn Miller will finalize minutes from the December and January meetings for future vote among committee members.

Anne Prestamo called the meeting to order at 2:35 p.m.

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

E-Resources. Themes shared by Membership at meetings with Kate Nevins:

1. Need for a Contingency Plan for E-resources: Want a sense of what cuts will be made if the budget is slashed or goes down by certain increments. Question: Would the membership want to add the resources into their own budget.

Is contingency planning part of the conversation for the 2016 LBR? Yes, because this affects the January 2017 databases.

The “What-if” scenario has been done in the past, and would be a valuable addition to February’s MCLS meeting.

- Contingency Plan for 2017 renewals
 - Factors for plan
 - Set of goals for the e-resources committee
 - Deadlines
- Contingency Plan for Beyond 2017

Kate asked for the Executive Committee to review her outline for the meeting. The group agreed.

The Contingency Plan will be discussed at the MCLS Feb. meeting and turned over to the e-resources standing committee. An additional e-resource liaison for the Contingency plan (College liaison) will be appointed.

2. Educating Stakeholders to the Importance and Impact of E-Resources

Bob Dugan noted that the narrative for the LBR can be added and changed later on. The LBR rationale can be changed after the LBR is established.

Kate's recommendation was to work with the data gathered by the e-resources committee, form a small working group and help us analyze and move forward with how we can measure impact beyond just usage; gather language around this. Develop a group, charge and move forward.

Bob Dugan said that Kate's idea is fine so long as the varied stakeholder perspective is clearly identified. Stakeholders: legislature, leg. Staff, institutional president, institutional provost, institutional government relations people.

Anne Prestamo reminded all of the need to tie this all back to learning outcomes and the key measures that our institutions look to for student success.

How should we organize the MCLS effort? Should we develop the library message? It is important for us to fit into the bigger story—stay mightily current: STEM, Career, Contribution outcomes.

Libraries are an indirection impact on retention. The role of the library in the big picture of student success in Florida is noted. We need to have our story.

Kate will use time to identify who the stakeholders are. Put their priorities in place. And have the Executive Committee develop a committee and deadline. This committee will include all volunteers—we want as many perspectives as possible.

3. Reframe Essential goals

At February meeting, break into small groups to begin reframing goals.

Pam will be available to help the group assigned to help reframe goals. Ray also has ideas for reframing ideas and Pam suggested he be involved as well.

Discussion on how we spend the statewide funds and whether this should be part of the MCLS meeting.

Kate Nevins reminded that shared resources is a necessary tool for the next round of group licensing. This will be priority 4 and will be sequenced subsequent to these top three.

Bob Dugan shared concerns of budget planning timeline and the LBR timeline. Contingency planning needs to be execution and subsequent planning for the year after.

Pam Northrup noted the approval process/channel that a LBR proposal needs to go through prior to going to the legislature. Also noted that a SUS LBR does not naturally float through the College System, but Pam is working to keep the College system informed.

Kate Nevins suggested that a LBR proposal schedule be developed. Pam responded that the LBR timeline is being developed.

Janice Henderson suggested a 2-year LBR proposal process.

Pam Northrup noted a more strategic approach for future years. Janice suggested how we can use our standing committees to help form LBRs in their individual area and that we work on those outside of our timeline. Janice suggested that we look at all the pieces of the system to help us determine where we are going—what our goals are.

Lucy Harrison shared that strategic planning is being considered. And that she and Anne are beginning to talk about long-term. This discussion will be for beyond the February MCLS meeting.

Anne Prestamo asked if all members of the E-Resources Standing Committee be present by phone or in person at the MCLS meeting in February.

Early Commitment: Lucy Harrison shared the pricing problem that occurs when people drop out of pricing proposals. This changes pricing. Lucy introduced the idea of having members commit to resources SO LONG AS a certain price was achieved. Kate Nevins suggested that this should be something we discuss this reality at the upcoming meeting.

4. FALSC/MCLS Decision making authority, overarching principles, and methodology:
 - What is the position of authority between MCLS, FALSC (DIVISION OF AUTHORITY)
 - Recommendation: Describe the Division. Lucy should work with someone on the Executive Committee to develop a paper/iteration of this.
 - This will be called the Framework of responsibility. Anne asked that this be produced and delivered prior to the February MCLS meeting.
 - Janice added that it is important for the Standing Committees expectations and responsibilities be defined as well.
 - What are our operating principles that will drive our decision making (philosophy that we want to adhere to) (PRINCIPLES)
 - Minority voice (Shared facilities)
 - Use February to allow others to share what they would like included in decision making.
 - Bob Dugan suggested that Principles of formality may be different, determined by the type of decision being made (financial would be more formal, and other decisions may be less formal). Anne Prestamo suggested that size of the decision is a key element.
 - Kate suggested that the group has operated fairly informally, and a first step may be to identify what decisions are formal and which are not.
 - What is the methodology for making these decisions? (METHODOLGY)
Obligations (what will they provide for decision-making)

Kate will follow up with the decision-making/org chart conversation.

Next-Gen ILS Update

Update on Process

Negotiations are happening, and going well. Starting points have been shared and the negotiation is moving forward.

Distribution of Next-Gen ILS Planning and Implementation Framework Document to MCLS
Committee agreed that the Document could be shared with MCLS with a clear statement that it is subject to change as negotiations continue.

Janice moved to distribute document. Dugan seconded. Motion passed. A marked-up version will be distributed.

Lucy Harrison, Bob Dugan and Janice Henderson all iterated the need to be transparent.

Charge and Membership of the Ad Hoc Go-Live Criteria

Ad-hoc go-live working group to be created by the Executive Committee. We have 6 volunteers—3 SUS; 3 College.

Charge: A checklist from the vendor exists for go-live. Lucy will inquire about the checklist at the next negotiation meeting. This group will begin once negotiations are complete.

Bob Dugan: This group will begin after the negotiation are complete and it is moved onto the contractual phase.

MCLS Processes and Procedures

Approve Agenda for February MCLS Meeting

Agenda finalized and times changed: Next Gen ILS System will be 1.5 hours; Kate Nevins will be 3 hours.

FALSC/FLVC Updates

Lucy Harrison addressed Strategic Planning: Balanced scorecard perspective. Framework for strategic planning developed by Lucy and then other stakeholders will be presented. Lucy will be creating something for others to react to. The aim for this is to address stakeholder needs and then begin discussions. Some say that they are ready to move forward to action—enough planning.

Executive Committee Meetings Anne Prestamo

Next Meeting Date—February 17, 2016)

Tammy Elliott will do a Doodle Poll for the March meeting.

Bob Dugan moved to adjourn at 4:33. Janice Henderson seconded. Motion passed.