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

Friday, August 26, 2016 – 2:00 p.m. to 3:30 p.m. ET

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

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

2:00	Call to Order	Ray Calvert
2:00 – 2:10	1. Welcome from Chair and Committee Introductions	Ray Calvert, All
2:10 – 2:15	2. Approve July 18, 2016 Meeting Minutes	Ray Calvert
2:15 – 2:45	3. MCLS Processes and Procedures	
	A. Digital Initiatives Standing Committee (DISC) Membership	Ray Calvert, Lydia Motyka
	B. Select Applicants (One FCS and one SUS) to Fill Technical Services Standing Committee (TSSC) Vacancies	
	C. Review Agenda for September MCLS Meeting	
2:45 – 2:55	4. Next-Gen ILS Update	Ellen Bishop, Dave Whisenant
2:55 – 3:00	5. Digital Services Planning	Claire Dygert
3:00 – 3:10	6. Branding the NGILS	Linda McCarthy, Kate Nevins
3:10 – 3:20	7. FALSC/FLVC Updates	
	A. Executive Director Search Update	Pam Northrup
	B. Other Updates	Kate Nevins, Pam Northrup
3:20 – 3:25	8. Executive Committee Meetings	Ray Calvert
	A. September Meeting Date	
	B. Future Topics	
3:25 – 3:30	9. New Business	Ray Calvert
3:30	Adjournment	Ray Calvert

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1753 West Paul Dirac Drive
Tallahassee, Florida 32310
Phone: 850-922-6044

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

August 26, 2016

Meeting called to order at 2:04 pm

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 2:04 PM EDT pursuant to notice sent to all committee members. The following committee members were present: Ray Calvert, PHSC, Kate Nevins (Visiting Strategist for Planning and Engagement), Kathy Miller, FGCU, Judy Russell, UF, Christina Will, SJSC, and Anne Prestamo, FIU. Also present: FLVC/Complete Florida Plus Program (CFPP) staff: Ellen Bishop, Claire Dygert, Tammy Elliott, Pam Northrup, Linda McCarthy, Nicole Nichols, and Dave Whisenant. Jill Simser recorded the proceedings of the meeting.

Approve July 18, 2016 Meeting Minutes

Draft minutes were distributed prior to the meeting. A motion by Ray to accept minutes pending final edits. Seconded by Judy. Motion carried.

MCLS Processes and Procedures

Digital Initiatives Standing Committee (DISC) Membership

A discussion ensued regarding the composition of the Digital Initiatives Standing Committee (DISC) committee. Does there need to be representation from each institution? Some folks no longer participate because they feel disrespected. USF, FAMU and New College are not represented. The issue may be a broader operating procedures discussion. Standing committees are operating without bylaws or operating definitions, although there should be some grandfathering in.

Action: Co-chairs of DISC will be invited to attend the next MCLS EC meeting.

Select Applicants (One FCS and one SUS) to Fill Technical Services Standing Committee (TSSC) Vacancies

Committee reviewed three applications. One SUS candidate was highly experienced but worked on a 9-month contract. Meetings occur throughout the year.

Jill moved, seconded by Kathy, to recommend Maria Alvarez (FCS) and Sara Cohen (SUS) to fill positions on the TSSC. Motion carried.

Review Agenda for September MCLS Meeting

Standing committee reports are ready to go. The agenda was rearranged so NGILS topics could be presented on the same day rather than two different days. The **Sierra/Encore Implementation** will be moved to the Friday meeting ahead of **Updates from Working Groups and Committees**. An ad-hock Go Live working group update may be added.

Branding the NGILS will be moved to Friday, although topic could carry over from Thursday into Friday if extra time is available on Thursday. Judy noted the agenda has a lot of presentation and little opportunity for conversation. The FALSC Briefings heading will be changed to FALSC Briefings and Discussion. Chair will encourage discussion of topics.

Digital Services Planning

Claire shared the OATER report won't be finalized before the MCLS meeting. Survey highlights will be presented.

An environmental scan will be conducted to help create a vision for digital collections, according to Kate. Funding is in place to hire a consultant. The scan will look at initiatives happening in other areas and what models are in place, good and bad. Having the support of the Division of Information Technology will be important.

Next-Gen ILS Update

Ellen reported Ill began an initial data load on Aug. 15th. Load includes items, patron and holdings records. Initial profiles are being reviewed with the Working Groups. Profiles can be adjusted in later data loads. The data and profile review period is scheduled for September 15-October 13.

Some confusion exists in the types and names of the server environments. A production, test and training server will be utilized during the implementation process. A suggestion was made to clarify language on what server is available when and what information is on it. Janice Henderson is the liaison to the Implementation Team.

Branding the NGILS

The branding and marketing department is ready for the MCLS EC to begin the project, reported Linda. They suggest a small subset of the EC meet with branding and marketing this fall. A larger group needs to vet the options. Ray suggests vetting through the MCLS. We should try to be as inclusive as possible but be clear about final decision making.

FALSC/FLVC Updates

Executive Director Search Update

Pam reported three candidates were recommended by the search committee. They were brought to Orlando where they presented. The following day the candidates met staff and presented in Tallahassee. Committee continues to receive feedback about the candidates. Pam encouraged members to complete the Candidate Evaluation and Feedback form if they saw them. The search committee is trying to take next steps and make an offer or expand the search. One more reminder to complete feedback form will be sent. Committee will make the final decision from there.

Pam will inquire if she can share comments with the EC. She is very interested in our "collective wisdom." If so, a conference call will be scheduled to discuss the EC's feedback on the candidates.

Proposed Meeting Dates

Proposed meeting dates for Executive Committee (ExCom) of the Members Council on Library Services MCLS:

- September 22nd
- October 20th
- November 17th
- December ?
- January 19th
- February 23rd
- March 23rd
- April 20th
- May 18th
- June 22nd

Future Topics

- Digital Initiatives Standing Committee - possible discussion procedures/bylaws
- NGILS branding

Adjournment: 4:00 pm