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

Thursday, September 22, 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

<b>2:00</b>	<b>Call to Order</b>	Ray Calvert
<b>2:00 – 2:05</b>	<b>1. Approve August 26, 2016 Meeting Minutes</b>	Ray Calvert
<b>2:05 – 2:20</b>	<b>2. Next-Gen ILS Update</b>	Ellen Bishop, Dave Whisenant
<b>2:20 – 3:00</b>	<b>3. Members Council on Distance Learning and Student Services Technology Access Report: Addressing Issues in Accessing Library Resources</b>	Victoria Brown, Florida Atlantic University (FAU)
<b>3:00 – 3:10</b>	<b>4. MCLS Processes and Procedures</b>	
	A. Follow-up On Any Action Items from MCLS Meeting	Ray Calvert, Kate Nevins
<b>3:10 – 3:15</b>	<b>5. Branding the NGILS</b>	Kate Nevins
<b>3:15 – 3:20</b>	<b>6. FALSC/FLVC Updates</b>	Kate Nevins
<b>3:20 – 3:25</b>	<b>7. Executive Committee Meetings</b>	Ray Calvert
	A. October Meeting Date	
	B. Future Topics	
<b>3:25 – 3:30</b>	<b>8. New Business</b>	Ray Calvert
<b>3:30</b>	<b>Adjournment</b>	Ray Calvert

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

September 22, 2016

Meeting called to order at 2:00 p.m.

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 2:00 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), Victoria Brown, FAU (guest), Kathy Miller, FGCU, Christina Will, SJSC, and Anne Prestamo, FIU. Also present FLVC/Complete Florida Plus Program (CFPP) staff: Ellen Bishop, and Claire Dygert. Jill Simser recorded the proceedings of the meeting.

### **Approve September 22, 2016 Meeting Minutes**

Draft minutes were distributed prior to the meeting. A motion by Kathy to accept minutes. Seconded by Christina. Motion carried.

### **Next-Gen ILS Update**

Ellen reported first initial data load for data review and profile review is ready. Data available for review includes almost 14 million bib records, 28 million item records, almost 3 million patron records, and 8 million holding records.

### **Members Council on Distance Learning and Student Services Technology Access Report**

On behalf of the MCDLSS Access Workgroup, Victoria Brown, from Florida Atlantic University, consulted with the EC about issues online students have in accessing library resources. The workgroup is looking for best practices from institutions. Their inquiry follows a 2025 SUS Strategic Plan for Online Education published last year. That plan provided 47 tactics for addressing Access, Affordability, and Quality.

Most students taking online courses are within 50 miles of the institution, but not all students have access to high speed Internet or cell phone towers, Victoria stated. Ideas brought forth included OneNet in Oklahoma, an initiative that launched from a federal grant to expand high-speed Internet across the state. Some of the grant went to local communities. Access to library resources may be minimized with Curriculum Builder, an EBSCO add-on tool for learning management systems. It offers easier linkages to library materials in an online classroom. Students may perceive there is no access to library materials when there is. They may need instruction.

Anne noted some streaming videos come from small, independent producers. Libraries may own the DVDs, but licensing costs to stream them can be expensive. Licensing fees are not sustainable or scalable for the libraries.

Victoria discussed a Student Services Online Scorecard and what criteria should be included on it. Ex:

- Does the library have apps, laptops, or multiple access points?
- Are the library's web pages mobile responsive
- Are vendor platforms mobile responsive?

Victoria will keep the EC informed of the workgroup's progress.

### **MCLS Processes and Procedures – Follow-up on any action items from MCLS meeting**

Lost Book Policy - The EC will work with the RSSC to communicate the lost book policy.

Action: Ray to send Communication to FCS and SUS library directors.

OATER Report is Finalized – Next steps will involve reaching out to the Affordability Task Force. We are looking at a joint steering committee to start moving actions items forward.

Communication on Campuses - Ellen, Kate, and Mike will soon release information about CIO communications during the ILS Implementation Process. Information will be staggered. Communication will first go to Library Director then slightly later to CIO.

### **FALSC update/FLVC Updates - Naming of New Exec Director**

Pam tells Kate that we are extremely close to making the announcement.

### **Exec. Committee Meetings**

The third Wednesday of the month has been proposed as a standing meeting date. Next meeting: Oct. 19, 2016.

### **Future Topics**

- The CMESC may want to meet with us
- Onboarding the new Executive Director

### **New Business**

Ray reported at PHSC recently one of their network security staff responded to a possible vulnerability to their non-standard ports. Mentioned was the n4 ports to Sierra. Kathy reported a similar experience at FGCS. The ILS coordinators meeting is going on now. They may have a recommendation.

Whisenant reported that at the ILS Coordinators call, we discussed some confusion that exists about which group is doing what and when. Working group members are doing certain tasks and ILS coordinators may not know about those, and directors really may not know about any of it yet the tasks may require communication with an external IT department. Suggested that EC members talk with our ILS coordinators and any working group members and find out any questions or concerns they have about processes that haven't been clarified by the ILS framework. This will be a discussion item LRSC meeting.

Adjournment 3:09 p.m.