

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

Wednesday, October 19, 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
2:05 – 2:05	1. Introduction from New FALSC Executive Director	Elijah Scott
2:05 – 2:10	2. Approve September 22, 2016 Meeting Minutes	Ray Calvert
2:10 – 2:30	3. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant
2:30 – 3:00	4. MCLS Processes and Procedures	Ray Calvert
	A. Discuss and Confirm New Dates for November MCLS Meeting	
	B. Brainstorm Topics for November MCLS Meeting	
	C. Discuss Timeline and Process for Filling CMESC Vacancies	
3:00 – 3:15	5. Update on NGILS Branding Activities	Linda McCarthy
3:15 – 3:20	6. FALSC/FLVC Updates	Kate Nevins
3:20 – 3:25	7. Executive Committee Meetings	Ray Calvert
	A. Confirm November Meeting Date (November 17, 2016)	
	B. Future Topics	
3:25 – 3:30	8. New Business	Ray Calvert
3:30	Adjournment	Ray Calvert

This page intentionally left blank.

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

October 19, 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), Kathy Miller, FGCU, Christina Will, SJSC, Judy Russell, UF, Anne Prestamo, FIU, and Elijah Scott (FALSC Executive Director. Also present: FLVC/Complete Florida Plus Program (CFPP) staff: Pam Northrop, Ellen Bishop, Claire Dygert, Dave Whisenant, Joni Branch, Nicole Nichols and Linda McCarthy. Jill Simser recorded the proceedings of the meeting.

Introduction from New FALSC Executive Director

Ray introduced Elijah Scott to the EC. He said he is delighted to be here and finds it an "incredible opportunity." He looks forward to visiting every college and university library in the future.

Approve September 22, 2016 Meeting Minutes

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

Update on Sierra / Encore Duet Implementation

Ellen Bishop, Dave Whisenant – Major activities include Data Review and Profile Evaluation for the working groups and FALSC. October 14th the Profile Evaluation was completed. This week they will do a partial reload of some of those changes in the data mapping spreadsheets. The Production Server is down but will be upgraded to 3.0. when it becomes available Oct. 31st.

Training

Functional Training for Working Groups will be delivered in 3-day training sessions. It is training alternate weeks between FALSC staff and working groups. Additional online and face-to-face trainings have been increased and more training sites have been added as a result of the Training Work Group survey.

Authentication

A brief questionnaire on options for patron authentication was sent to IT contacts at each institution. About half of the institutions have responded. It is working on Single-Sign On solutions.

Upcoming Meetings

Steering Committee meets Friday, Oct. 21.

ILS Coordinators' monthly meeting is Thursday, Oct. 27th.

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

The EC confirmed the date for the MCLS meeting will be Wednesday, November 30th at the University of Central Florida. Thirty people polled were in favor of a one-day meeting after a scheduling conflict that impacted a 2-day meeting. Concern was raised about morning and afternoon traffic for those traveling from out of the area. Schedule may need to be rearranged to compress the meeting.

Agenda Topics for November MCLS Meeting

As topics are confirmed, it is important to communicate them immediately to the MCLS.

FALSC Digital Framework – Claire Dygert

OATER Task Force – Claire Dygert

Updates and Discussion on Sierra / Encore Duet Implementation

Branding the NGILS: Discuss Branding Process – Linda McCarthy

Linda reported the process may not be ready by the meeting, however there will be some preliminary ideas to present. She proposed a survey to the EC and follow up with a one-hour meeting to talk about NGILS branding ideas. The EC agreed a separate meeting about branding would be preferable over a regular meeting.

Victoria Brown, Florida Atlantic University, 2025 SUS Strategic Plan for Online Education, Access Workgroup

EC suggests Victoria send the MCLS information ahead of time to allow for a more substantive discussion during the meeting.

E-Resources Framing Working Group – Lori Driscoll

E-Resource Group Licensing Process – Claire Dygert and Scott Schmucker

Discuss Timeline and Process for Filling of CMESC Vacancies

Four vacancies are available on the CMESC. Needed are members from 1 FCS, and 3 SUS. A question brought up on whether one of the SUS members could be reappointed? There is concern much history or continuity as it relates to the committee will be lost. Since MCLS is no longer operating under the Sunshine Law, library deans and directors are now eligible to serve on standing committees along with all library staff. Tammie will work with Ray to prepare the application and email announcing the openings.

The EC agreed to set the deadline for receiving applications to Monday, November 7, 2016. The committee would then have one week to review them.

FALSC/FLVC Communications to Institution CIOs

At the September MCLS meeting members discussed how CIOs will receive information about Sierra/Encore activities. A memo from FALSC/FLVC was later distributed on how communications with CIOs would be coordinated. It stated the following:

Communications, including announcements, information solicitations, status reports, and the like, with CIO's will be sent to library Deans and Directors two days before they are sent to CIOs.

Follow up questions or discussions on list servs or other discussion groups will be conducted in real time. Postings made to the many project wikis will also continue to be made in real time.

As we move deeper into implementation, there may be technical discussions directly among FALSC/FLVC staff and technology staff on campus. Working group members will be looped in as needed. Technical issues will be brought to library Deans and Directors if they impact policy, implementation schedules, or other high level issues.

Some MCLS members expressed a preference for FLVC to communicate with CIOs not directly, but through its members. The compromise proposed was communications sent to library Deans and Directors two days before they are sent to CIOs, however that does not meet the needs of some institutions. They expressed that any communications from FLVC/FALSC to CIOs should include the Library Director or Dean.

Action item: Kate, Anne and Judy will meet with Elijah to have a conversation about this issue.

Kate will be ending her role with FALSC, and this will likely be her last meeting with the EC. She will provide a briefing to Elijah about communication. She said the EC MCLS has helped make the MCLS meetings more dialog-oriented as opposed to update-oriented.

Kate recommends stepping back from the digital services framework and place it on hold until spring 2017.

Anne expressed heartfelt thanks to Kate for her work, her insight and expertise.

Exec. Committee Meetings

Next meeting: November 16, 2016.

New Business

Ray attended the Lyrasis Member's Summit in October. He reported the sessions on digital preservation were very well done. He said the conference was a good immersion into the world of open sources and software. Much discussion focused on project sustainability.

Meeting adjourned: 3:11 pm