



Providing statewide library services to Florida's colleges and universities.

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

Wednesday, November 16, 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 – 2:05	1. Approve October 20, 2016 Meeting Minutes		Ray Calvert
2:05 – 2:15	2. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant	
2:15 – 3:00	3. MCLS Processes and Procedures		Ray Calvert
	A. Discuss and Confirm November MCLS Meeting Topics		
	B. Discuss and Select Applicants for CMESC Vacancies		
3:00 – 3:05	4. Update on NGILS Branding Activities		Linda McCarthy
3:05 – 3:10	5. FALSC/FLVC Updates		Elijah Scott
3:10 – 3:15	6. Executive Committee Meetings		Ray Calvert
	A. Confirm December Meeting Date		
	B. Future Topics		
3:15 – 3:20	7. New Business		Ray Calvert
3:20	Adjournment		Ray Calvert

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A division of the Florida Virtual Campus

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

November 16, 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: Elijah Scott (FALSC), Ellen Bishop (FALSC), Joni Branch (FALSC), Dave Whisenant (FALSC), Tammy Elliott (FLVC), Linda McCarthy (FALSC), Claire Dygert (FALSC), Nicole Nichols (FLVC), Anne Prestamo (FIU), Kathy Miller (FGCU), Christina Will (SJRSC), Ray Calvert (PHCC), and Jill Simser (EFSC).

Approve October 20, 2016 Meeting Minutes

Draft minutes were distributed prior to the meeting. A motion by Kathy to approve as corrected. Seconded by Christine. Motion carried.

Update on Sierra / Encore Duet Implementation

Ellen Bishop, Dave Whisenant – Ellen reported major activities have focused on full functional training for FALSC staff and working groups until mid-Dec. On November 14th a statewide training webinar was held which was widely attended. The Implementation Team will continue their work on data migration and data loading. They are reviewing a data load that has expanded information. Last week new files of all record types were sent to Innovative. A full reload will be released in January. Also, ERM data was just loaded, and they plan to load Acquisitions, and then Course Reserves data. Dave reported the contract stipulated all institutions can use Curriculum Builder. Four institutions will beta test it in the spring before Go-Live.

Anne expressed concern about the June training dates at FIU. FIU is the last institution scheduled for Circulation training. Circulation staff are concerned as well.

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

EC discussed and confirmed the November MCLS meeting topics. They include the following:

- Introduction from Elijah Scott
- Updates and Discussion on Sierra / Encore Duet Implementation Activities
- MCLS Processes and Procedures
 - Announce New Members of the CMESC
 - Confirm Future Meeting Dates and Locations
- E-Resources
 - Updates on Group Licensing Process
 - Statewide E-Resources 2017 and 2018 Recommendations

- FALSC Digital Services Update
- Reports from FALSC Committees
 - E-Resources Framework Working Group
 - Decision Making and Authority Working Group
- Discuss and Craft Response to Request from Victoria Brown (FAU) on Issues Accessing – Ray reached out to her and she said she could meet virtually. We would like to schedule Brown in the morning.
- Library Resources Report
- Reports from FALSC Working Groups: Questions and Answers
 - Reports from FALSC Standing Committees: Questions and Answers
- General Information Session, if Needed

A motion by Anne to approve topics as corrected. Seconded by Jill. Motion carried. Tammy plans to have the agenda packet distributed via email by Monday, Nov. 21st.

Discuss and Select Applicants for CMESC Vacancies

The following members were appointed by the EC to serve on the CMESC for 3-year terms:

- Valerie Boulos, Florida International University (SUS re-appointment)
- Tara Tobin Cataldo, University of Florida
- Audrey Powers, University of South Florida
- Shelly Schmucker, Tallahassee Community College (FCS re-appointment)

KM moved; CW seconded.

Update on NGILS Branding Activities

Linda reported a marketing company has been hired for the project. As soon as the contract with UWF is signed she would like to set up a meeting with marketing reps and the EC in December or January to discuss branding ideas. The goal is to have something ready by mid-February to roll out with ILS training.

FALSC/FLVC Updates

Elijah reported a retreat for FALSC was held Nov. 7 at Florida Gateway College. Much of the day was spent on teambuilding activities.

Exec. Committee Meetings

Dec. 21 was suggested, but at least 3 people will be out. Meeting has been cancelled.

Future Topics

Ray has some information about the LRSC meeting. The meetings for CIA is February 15-17 in Ocala, possibly at Central Florida State College. That leaves Feb. 13 and 14th open for an MCLS meeting. Kathy said she would prefer a one-day meeting. Ray will send out a Doodle poll.

Meeting adjourned: 3:20 p.m.