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

Wednesday, January 18, 2017 – 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 November 16, 2016 Meeting Minutes		Ray Calvert
2:05 – 2:30	2. MCLS Processes and Procedures		
	A. State Librarian Attendance at MCLS Meetings		Elijah Scott
	B. Discuss and Confirm February MCLS Meeting Topics		Ray Calvert
	C. Update on Revisions to MCLS Bylaws		Linda McCarthy
	D. Discuss CMESC Membership		Scott Schmucker
2:30 – 2:55	3. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant	
2:55 – 3:15	4. FALSC/FLVC Updates		Elijah Scott
	A. Update on Hiring Activities		
	B. Other Updates		
3:15 – 3:20	5. NGILS Branding Activities		
3:20 – 3:25	6. Executive Committee Meetings		Ray Calvert
	A. Confirm February Meeting Date (February 15, 2017)		
	B. Future Topics		
3:25 – 3:30	7. New Business		Ray Calvert
3:30	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

January 18, 2017

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), Scott Schmucker (FALSC), Dave Whisenant (FALSC), Tammy Elliott (FLVC), Linda McCarthy (FALSC), Anne Prestamo (FIU), Judy Russell (UF), Christina Will (SJRSC), Ray Calvert (PHCC), and Jill Simser (EFSC).

Approve November 16, 2016 Meeting Minutes

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

State Librarian Attendance at MCLS Meetings

Amy Johnson, the State Librarian, has expressed interest in attending MCLS meetings. She could update the MCLS on State Library activities. Creating a dialogue with her might also lead to other cooperative endeavors. EC members were supportive of Amy attending meetings as a guest. Elijah will extend the invitation to her.

MCLS Processes and Procedures – Follow-up on Any Action Items from MCLS Meeting

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

1. Questions and Answers with FALSC Standing Committees

- I. Collection and E-Resources
- II. Digital Initiatives
- III. Resource Sharing
 - a. Follow-Up on Recommended Patron Confidentiality Statement
- IV. Technical Services
- V. User Interfaces

2. Questions and Answers with Sierra / Encore Duet Implementation Working Groups

- I. Acquisitions and Serials
- II. Cataloging and Authorities
- III. Circulation and Resource Sharing
- IV. Discovery Configuration
- V. Discovery Interfaces
- VI. E-Resource Management
- VII. Joint Use
- VIII. Systems
- IX. Training

3. Updates from FALSC Committees

- A. E-Resources Framework Working Group??? Lori Driscoll
- B. Other Groups

4. MCLS Processes and Procedures

- A. Present updated Bylaws
- B. Selection of Nominating Committee Members
- C. Confirm Future Meeting Dates and Locations Ray Calvert
 - I. June 2017—Eastern Florida State, Cocoa Beach
 - II. September 2017—New College of Florida, Sarasota?
 - III. December 2017—FLVC, Tallahassee?

5. E-Resources Update

6. FALSC Briefings and Discussion

- A. Update on Hiring Activities Elijah Scott
- B. FALSC Digital Services Planning
- C. Updates and Discussion on Sierra/Encore Implementation Activities

7. NGILS Branding Activities

- A. Presentation from BowStern President Tom Derzypolski

8. General Information Session (If Needed)

9. New Business Ray Calvert

4:00 Adjournment

Motion by Judy to accept agenda for MCLS meeting on February 14, 2017 with correction to dates for MCLS meeting hosted by Eastern Florida State College in Cocoa. Meeting will tentatively be held the afternoon of May 24 and morning of May 25th. Seconded by Anne. Motion carried.

Update on Revisions to MCLS Bylaws

Linda presented a draft revision to the MCLS Bylaws. Discussion ensued on a procedure for eResource voting by the FCS and SUS, which is not in the draft. A motion by Jill and seconded by Judy for EC to present the document at the MCLS meeting with the procedure as a point of discussion. Motion carried.

The document will remain an agenda item at the next few MCLS meetings. It was suggested the EC outline the structure of the procedure and present to MCLS before the council votes on the document

Discuss CMESC Membership

Scott reported the CMESC has requested approval for two new members to help with their workload – one from the SUS and one from the FCS. The candidates who applied previously but were not selected could be contacted rather than announcing a call for members. The applicants are:

- Alyse McKeal, Palm Beach State (FCS)
- Mary Page – University of Central Florida (SUS)

Judy suggested members' expiry dates are staggered to prevent members from rolling off the committee at the same time. Motion by Anne to add one member each from the FCS and SUS for a 2-year term. Seconded by Judy. Motion carried.

Update on Sierra / Encore Duet Implementation

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

Ellen's report:

- Status of servers – 2nd full data reload on 2nd server (training). FALSC continues to use secondary server adding acquisitions and ERM. In total we will have 3 servers.
- Working Groups - Working groups are using server to actively review and test functionality. The WGs have some recommendations being sent to the Implementation Team, the ILS Coordinators for review, with final approval by the Steering Committee.
- The Circulation and Resource Sharing Working Group has two recommendations forwarded to the ILS Coordinators. The first is in support of a Global patron database, the other details a procedure for lost items.
- The Acquisitions & Serials Working Group has made a recommendation to not migrate orders in a particular status.
- Ellen reported the process for replacing NGILS Workgroup members, as recommended by the EC, is working nicely.
- The Systems Working Group had two vacancies. One has been filled by Guy Cicinelli (FGCU).
- Laura Green (FSU) is the new chair of the Discovery Configuration Working Group.
- Encore and FALSC are setting up customizations and individual Encore suites.
- Upcoming webinars include Encore Duet versus EDS as a public interface.

Training

- Working groups have completed their trainings. In person trainings begin in February; online prerequisites need to be completed.
- FALSC has started to contact ILS coordinators to find out the number of seats needed and names of participants.
- Go Live documents are being written.

Other Updates

Elijah reported funding has been allocated for Sierra/Encore ongoing support and training after Go-Live. An annual Innovative users' group meeting has been proposed.

NGILS Branding Activities

Linda reported BowStern, the company hired to assist FALSC with marketing for Encore/Duet, will present three branding options at the next MCLS meeting. The EC will see the three options first. As soon as the company has prepared something, she will let us know. Linda asked members to keep the information confidential.

Exec. Committee Meetings

Next meeting: February 15, 2017, 2:00 – 3:30 pm.

Future Topics

Procedures: FCS and SUS Voting on eResources.

Meeting adjourned: 3:26 p.m.