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

Wednesday, March 15, 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 February 15, 2017 Meeting Minutes	Ray Calvert
2:05 – 2:30	2. Update on Sierra / Encore Duet Implementation	
	A. Sierra Web Client Update	Innovative Staff
	B. Implementation Activities Update	Ellen Bishop, Dave Whisenant
2:30 – 3:00	3. MCLS Processes and Procedures	Ray Calvert
	A. Discuss Updates to Voting Language in Bylaws	
	B. Discuss Timetable for Filling 2017-18 Standing Committee Vacancies	
3:00 – 3:20	4. Update on NGILS Branding Activities	BowStern
3:20 – 3:25	5. Executive Committee Meetings	Ray Calvert
	A. Confirm February Meeting Date (May 17, 2017; currently no meeting scheduled for April due to Spring Breaks.)	
	B. Future Topics	
3:25 – 3:30	6. 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**

March 15, 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 Executive Director, Ray Calvert, PHCC, Ellen Bishop, FALSC, Scott Schmucker, FALSC, Dave Whisenant, FALSC, Joni Branch, FLVC, Tammy Elliott, FLVC, Linda McCarthy, FALSC, Anne Prestamo, FIU, Mike Dieckmann (FLVC), Roger Leitner and Marina Keating, III (guests), Judy Russell, UF, and Jill Simser, EFSC, recorder of the proceedings of the meeting.

Approve February 15, 2017 Meeting Minutes

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

Update on Sierra / Encore Duet Implementation

Sierra Web Client Update

The roll-out of Sierra Web is on hold due to slow response times and problems identified during Acquisitions training. Sierra Web has been returned to III to investigate. III has brought in a 3rd party to look at it. If III has to replace a layer of the technology it would delay the rollout until the latter part of the year.

Roger acknowledged, "We made a commitment to have it ready by Go-Live and we will have to miss it." The backup plan is for participating institutions to use Sierra Desktop Application (SDA). Ellen stated the install of SDA clients can be done immediately. A document and proposal based on the new circumstances has been drafted by III.

Implementation Activities Update

Ellen and Dave reported they have been working with III on development items and outstanding issues. Last week an intensive meeting was held between MCLS, FALSC and III. Discussion focused on items FALSC was promised contractually. Judy noted a discrepancy between the SUS and FCS regarding Sierra/Encore functionality or lack thereof. The issue of paging in Uborrow and the functionality in Course Reserves are problematic, lesser so for the FCS.

Training

Lots of positive feedback has been received on the training sessions. Circulation, Acquisitions and Cataloging trainings were hosted at FIU. During Acquisitions training Sierra Web client had some serious problems. Participants were able to complete about half of the training as

a result. Dave said some institutions have been using a combination of the SDA client and web client. Institutions with upcoming trainings will be notified to get the SDA client installed.

MCLS Processes and Procedures

Discuss Updates to Voting Language in Bylaws

The EC discussed voting procedures in the MCLS Bylaws. Voting blocks were suggested as a model to create balance and parity among the SUS and FCS. The blocsk would arrive at a consensus and get a proportional vote. A breakdown of the groups: SUS (7), large colleges (9), medium colleges (9) and small colleges (10). Discussion to continue.

Update on NGILS Branding Activities

BowStern presented a number of ideas to name Encore Duet. In several instances the acronym or logo was already being used by an institution or recognized in some other capacity. EC requested BowStern return with more ideas.

Exec. Committee Meetings

Next meeting: April 19, 2017 2:00 – 3:30 pm.

Meeting adjourned: 3:50 p.m.