

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

Wednesday, June 21, 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 May 17, 2017 Meeting Minutes	Ray Calvert
2:05 – 2:55	2. MCLS Processes and Procedures	Ray Calvert
	<ul style="list-style-type: none"> A. FALSC Standing Committee Vacancies <ul style="list-style-type: none"> i. CMESC Vacancy (Mary Page, UCF)—Need SUS Member <i>(Membership will be an unexpired term beginning immediately and ending December 31, 2018.)</i> ii. DISC Vacancy (Kevin Arms, LSSC)—Need SUS or FCS Member <i>(Membership will be a one-year term beginning immediately and ending June 30, 2018.)</i> B. New FLVC MCLS Standing Committees—Need to finalize charge; decide on committee membership make-up (representation, maximum number of members, etc.) <ul style="list-style-type: none"> i. Textbook Affordability and OER Standing Committee (TAOSC) ii. Library Assessment Standing Committee (LASC) C. Finalize Recommendations Regarding MCLS Operating Procedures D. Review Any Follow-Up Actions Items from May MCLS Meeting 	
2:55 – 3:10	3. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant
3:10 – 3:20	4. FALSC Updates and Briefings	Elijah Scott
	<ul style="list-style-type: none"> A. Legislature and Budget B. Hiring Update 	
3:20 – 3:25	5. Executive Committee Meetings	Ray Calvert
	<ul style="list-style-type: none"> A. Future Topics B. Confirm Next Meeting Date <ul style="list-style-type: none"> i. Is July meeting needed? ii. Confirm 2017-2018 Meeting Schedule 	
3:25 – 3:30	6. New Business	Ray Calvert
3:30	Adjournment	Ray Calvert

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

Wednesday, June 21, 2017 – 2:00 p.m. to 3:30 p.m. ET

Committee Members: Ray Calvert (PHSCC), Kathleen Miller (FGCU), Anne Prestamo (FIU), (Judy Russell (UF), Jill Simser (EFSC), Christina Will (SJRSC). **FALSC/FLVC Staff in Attendance:** Ellen Bishop, Tammy Elliott, Scott Schmucker, Elijah Scott, and Dave Whisenant.

Call to Order

Chair Calvert called the meeting to order at 2:00.

Approve May 17, 2017 Meeting Minutes

A motion was made by Prestamo to approve minutes from the May 17, 2017 meeting. Will seconded that motion. The minutes were approved.

MCLS Processes and Procedures

FALSC Standing Committee Vacancies

- Collection Management and E-Resources Standing Committee (CMESC) Vacancy—The CMESC needs to fill a vacancy left open by a former SUS Research member. The membership will be an unexpired term beginning immediately and ending December 31, 2018. The committee would like to follow the wishes of the committee chairs and open the membership up as requested to any SUS staff. Prestamo moved to accept; Russell seconded the motion. Motion approved.
- Discovery Initiatives Standing Committee (DISC) Vacancy—The DISC needs to fill a vacancy left open by a former FCS small institution member. The membership will be a one-year term beginning immediately and ending June 30, 2018. The committee would like to follow the wishes of the committee chairs and open the membership up as requested to any SUS staff. Prestamo moved to accept; Russell seconded the motion. Motion approved.

New FALSC MCLS Standing Committees

The committee discussed the charges and membership makeup for the two new FALSC standing committees: Textbook Affordability and OER Standing Committee (TAOSC) and the Library Assessment Standing Committee (LASC).

The committee discussed shared ideas about the vision for each committee. For TAOSC, they talked about having a standing joint OER committee with the Members Council on Distance Learning and Student Services (MCDLSS) or possibly having the TAOSC to investigate the possibility of meeting regularly with groups within the MCDLSS that are also focused on OER initiatives. Discussion followed. The committee wants to be sure that any work meets statutory requirements. Scott will add that language to the charge.

The committee how the LASC maybe have impacts on our institution's OpenStax reporting. Scott noted he hopes staff will want to share and house information in a central place so that when it's needed by other members it's there. It could strengthen how all institutions approach the accreditation and could help them become more consistent. Discussion followed.

FALSC/FLVC staff will prepare documents to create the call for vacancies for these committees and include the CMESC and the DISC vacancies in their preparations. In terms of membership, the committee decided to leave the number of applicants open for now and try a more organic way of selection based on the applicant pool.

Finalize Recommendation Regarding MCLS Operating Procedures

Calvert noted that he has incorporated the feedback given at the May meeting. The Committee would like to move the amended document forward to the MCLS at-large for approval at their September meeting. The committee commended Calvert on his efforts to get this document to this stage and approved. Prestamo motioned to accept the bylaws and move forward with final approval at the September MCLS meeting; Russell seconded the motion. Motion approved.

Update on Sierra / Encore Duet Implementation

Bishop gave an update on some of the outstanding issues discussed at the May MCLS meeting.

- The new version of Sierra 3.2 has been released and includes support for multiple time zones. FALSC led a group that went through a testing process. There were two places where the time was wrong and so this information has been taken back to Ill.
- Mobile Encore Suite for Individual—This was released to FALSC about a week ago. McCraw and the Discovery working groups are working on testing.
- Self-Harvesting Tool—This tool was made available to FALSC last week. Staff received training today. Training for other groups will commence soon.
- Variety of APIs—FALSC is in the middle of testing and they have found some issues which have been communicated to Ill engineers.
- PDA/DDA Solution—No development needed on this. Ill proposed a solution using current Sierra functionality. Testing has begun.
- Audit Trail in Bibs and Other Records—A release of backend and frontend functionality has been combined. Testing has begun. Issues are on the Ill list.
- Sierra Release and Upgrades—Version 4.6.2 should include mapping display. The functionality should be available soon.
- FALSC staff has also been working Ill to develop the paging functionality and additional requirements for the OAI-PMH Harvesting.
- Scott added that work continues on Sierra Web Access. Ill feels they are close to a fix. Testing will need to take place as soon as the system is available. Ill and FLVC staff will work to draft a testing schedule. FALSC would like for as many institutional staff as possible to help with testing.
- Work also continues on the acquisitions migration. FALSC is preparing for the total system migration for all the institutions. All record will be reloaded in August and September.

The committee also discussed turnover and lack of participation by some members in the Working Groups as these issues have recently arisen in the groups. The committee reconfirmed their previous decision to delegate the authority of membership decisions to the chairs of the groups and to support them in their decision-making. The committee would just like to be kept informed of any changes.

FALSC Updates and Briefings Legislature and Budget

Scott reported that there have been no changes in the budget. He also noted that at some point, he would like to post the FALSC budget on their website, sans any confidential information. Work is also being done to refactor the extension of the ILS.

Hiring Update

Continuing to work with Myers-Mcrae to get these searches of the ground. Joni Branch has done a great job getting them the information they need. We also have a Library Services Analyst position that was open and now closed. We are getting ready to do interviews with that position.

Executive Committee Meetings**Future Topics**

The committee would like to continue to discuss topics like the ones discussed at this meeting and will add items as they develop.

Confirm Next Meeting Date

The committee decided to skip the July meeting and reconvene in August.

Confirm 2017-2018 Meeting Schedule

Miller, Chair Elect, would like to continue meeting at the same time. Elliott will reach out to new members to gauge their availability.

New Business

The committee reconfirmed the next anticipated MCLS meetings as September 13-14 at New College of Florida, hosted by Brian Doherty, and December 7-8, hosted by FLVC in Tallahassee. It was also noted that this meeting was Calvert's final meeting as Chair.

Adjournment

The meeting adjourned at 3:07 p.m.