

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

Wednesday, August 16, 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

Committee Members: Raymond Calvert (PHSC), Brian Doherty (NCF), Karen Griffin (HCC), Tom Messner (FSCJ), Kathleen Miller (FGCU), and Judith Russell (UF).

2:00	Call to Order/Welcome and Introduction of New Members	Kathy Miller, Chair
2:00 – 2:05	1. Approve June 21, 2017 Meeting Minutes	Kathy Miller
2:05 – 2:55	2. MCLS Processes and Procedures	
	A. Review and Approve Request to Update CMESC Charge	Kathy Miller
	B. Update on Standing Committee Applications Process <i>(Currently we have 14 applications for the Textbook Affordability and OER Standing Committee (TAOSC), 9 for Library Assessment Standing Committee (LASC), 2 for CMESC, and 1 for DISC. Deadline is Friday, August 18.)</i>	FLVC Staff
	C. New Agenda Format for MCLS Meetings	Kathy Miller, Elijah Scott
	D. Brainstorm Agenda Topics for September MCLS Meeting	All
	E. Confirm Next MCLS Meeting Dates	Kathy Miller
	i. December 7-8, 2017 (FLVC, Tallahassee)	
	ii. February 5-6, 2018 (Location TBD)	
	iii. June 4-5, 2018 (Location TBD)	
2:55 – 3:10	3. Update on Sierra / Encore Duet Implementation	Ellen Bishop, Dave Whisenant
	A. Update on Working Group Members	
3:10 – 3:20	4. FALSC Updates and Briefings	Elijah Scott
	A. Legislative Budget Request—Textbook Affordability and OER	
	B. Hiring Update	
	i. Director of E-Resources	
	ii. Director of Digital Services and OER	
	iii. Director of Library Support and Training	
	iv. Library Services Analyst	
3:20 – 3:25	5. Executive Committee Meetings	Kathy Miller
	A. Future Topics	
	B. Confirm 2017-2018 Meeting Schedule and Next Meeting Date	
	i. Third Wednesday of Each Month <i>(Availability has been confirmed by new members.)</i>	
	ii. September 20, 2017	
3:25 – 3:30	6. New Business	Kathy Miller
3:30	Adjournment	Kathy Miller

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

Wednesday, August 16, 2017, 2:00pm – 3:30pm

COMMITTEE MEMBERS: Kathleen Miller (FGCU); Tom Messner (FSCJ); Ray Calvert (PHC); Judy Russell (UF); Karen Griffin (HCC); Brian Doherty (NCF)

FALSC STAFF: Joni Branch; Tammy Elliott; Elijah Scott; Susan Rodgers; Ellen Bishop; Scott Schmucker; Brenda Rutten

1. MINUTES: The minutes from the June 21, 2017 Conference Call were approved. Calvert moved, Russel seconded.
2. MCLS Processes and Procedures
 - a. CMESC – Committee requested an expansion of the scope of their charge to revise guidelines for negotiating licenses. Griffin asked if other committees should also examine their charge. Schmucker indicated that FALSC staff have been working to update these guidelines. Griffin moved to approve, Messner seconded. Request approved.
 - b. Applications for membership on standing committees update. Deadline is Friday August 18.
 - c. New Agenda format for MCLS meetings. Miller proposed employing a consent agenda for common and recurring agenda items that normally are approved as a matter of course. The consent agenda would place all of these items under one consent agenda for approval. As needed, items can be pulled out for individual discussion. We will proceed with this at the next MCLS meeting.
 - d. Brainstorm agenda topics for September MCLS meeting. A draft meeting agenda template was presented. Several topics were proposed: Revised operating procedures; Legislative Budget Request; Branding for OAK.
 - e. Confirm Next MCLS Meeting dates – Questions about what FALSC needs to make decision to Go Live. Scott indicated that FALSC has mid-December is the deadline to complete all issues. Messner indicated concerns about issues for local integration (e.g. links from LibGuides)

- i. Messner proposed concerns about local libraries and Sierra implementation. Perhaps we can review how implementation tasks can occur during the spring.
- ii. Discussion about when to hold the spring meeting given the impending go-live decision. Bishop indicated that go live decision could happen as early as February as major system testing will start in October and Innovative has a deadline of December to fix all problem issues. It was decided to meet in February (5-6) to coincide with CIA (place TBD),
- iii. The following meeting will be held on May 15-16 with place TBD.

3. A. Update on Sierra implementation (Ellen Bishop)
Summary of FALSC meeting with Innovative.

Authentication issues for the libraries is currently being worked on
Local paging options are being addressed, Innovative has developed a solution.
Bibliographic records with large number of holdings attached is being addressed. Holdings field limits are being expanded.
A plan is being developed for October testing of the entire system.
Guidelines for freezing Aleph data are being identified.
Spring refresher training plans are being finalized. March/April 2018 are targeted.
PDA vendor record loads have been solved by Innovative. They can now be added and deleted.

4. FALSC Updates and Briefings – Elijah Scott

- a. Legislative Budget Request for Textbook Affordability/OER. Elijah has been working on a BOG committee, and this committee is working on an LBR. The platform for OER's and open textbooks could be the ILS and EDS, a repository for such materials could be the Orange Grove, identifying best practices for implementing such a system (e.g. Univ. of Minnesota - \$15,000/year for maintenance).
- b. Hiring directors- the September 1 deadline has been extended to September 15. To date, the number of applicants is: Director of Electronic Resources (9); Director of Digital Services (12); Director of Support and Training (11). FALSC is in the process of making an offer for the Library Services Analyst vacancy. They anticipate having someone in place within 3-4 weeks.

5. Executive Committee Meetings

- a. Future Topics: Assessment – suggested by Scott and affirmed by Messner; Consistent look/footprint for libraries – what do we have – suggested by Griffin; Islandora, digital collections and presentations about digital archives – suggested by Messner; What a modern library is and what it can do – impact on the academic Program.
- b. Confirm 2017-18 meeting schedule and next meeting date
 - i. Third Wednesday of each month
 - ii. September 20, 2017

6. Adjourned 3:30p