

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

Wednesday, October 18, 2017 – 2:00 p.m. to 3:30 p.m. ET

Dial-in Number: **1-888-670-3525**

Participant Passcode: **727 604 9785** followed by the # key

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

<b>2:00</b>	<b>Call to Order</b>	Kathy Miller, Chair
<b>2:00 – 2:05</b>	<b>1. Approve September 20, 2017 Meeting Minutes</b>	Kathy Miller
<b>2:05 – 2:35</b>	<b>2. MCLS Processes and Procedures</b>	Kathy Miller
	A. Liaisons for TAOERSC and LASC	
	i. <i>MCLS Liaisons</i>	
	o <i>Todd Chavez-USF- TAOERSC</i>	
	o <i>Katie Sacco-LSSC- LASC</i>	
	ii. <i>FALSC Liaisons</i>	
	o <i>Elijah Scott, Interim- TAOERSC</i>	
	o <i>Brenda Rutten, Interim-LASC</i>	
	B. Update on Call for CMESC Applications—Need FCS Member <i>(There are currently 2 applications. The deadline is October 31,2017).</i>	
	C. Confirm Next MCLS Meeting Dates	
	i. November 1, 2017 - 9:30a.m.-12:30p.m. (Virtual)	
	ii. December 7-8, 2017 (FLVC, Tallahassee)	
	iii. February 27-28, 2018 (Location TBD) <i>(Dates that were the most popular in Doodle Poll)</i>	
	iv. May 15-16, 2018 (UCF, Orlando, FL)	
	D. Agenda Topics for MCLS Virtual Meeting November	
<b>2:35– 3:10</b>	<b>3. Update on Sierra / Encore Duet Implementation</b>	Ellen Bishop, Dave Whisenant
	A. October Testing	
<b>3:10 – 3:20</b>	<b>4. FALSC Updates and Briefings</b>	Ellen Bishop
	A. 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	

<b>3:20 – 3:25</b>	<b>5. Executive Committee Meetings</b> A. Confirm Next Meeting Date i. November 15, 2017	Kathy Miller
<b>3:25 – 3:30</b>	<b>6. New Business</b>	Kathy Miller
<b>3:30</b>	<b>Adjournment</b>	Kathy Miller



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

**Wednesday, October 18, 2017 – 2:00 p.m. to 3:30 p.m. ET**

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

FALSC Staff: Joni Branch, Tammy Elliot, Scott Schmucker, Ellen Bishop, Brenda Rutten, Dave Whisenant, Susan Rodgers.

2:00 Call to Order - Kathy Miller, Chair

1. Approve September 20, 2017 Meeting Minutes. Messner moved, Griffin seconded. Minutes approved.

2. MCLS Processes and Procedures - Kathy Miller

A. Liaisons for TAOERSC and LASC

- i. MCLS Liaisons
  - Todd Chavez-USF- TAOERSC
  - Katie Sacco-Lake-Sumter State College- LASC
- ii. FALSC Liaisons
  - Elijah Scott – TAOERSC
  - Brenda Rutten – LASC

B. Update on Call for CMESC Applications—

- iii. The Committee needs an FCS Member. There are currently 2 applications.

C. Confirm Next MCLS Meeting Dates

- i. November 1, 2017 - 9:30am-12:30pm (Virtual)
- ii. December 7-8, 2017 (FLVC, Tallahassee)
- iii. February 27-28, 2018 (Location TBD)
- iv. May 15-16, 2018 (UCF, Orlando, FL)

D. Agenda Topics for MCLS Virtual Meeting November

- i. ILS readiness
- ii. Textbook affordability
- iii. ACRL presentation

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[www.falsc.org](http://www.falsc.org)

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Tallahassee, Florida 32310  
Phone: 850-922-6044

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### 3. Update on Sierra / Encore Duet Implementation - Ellen Bishop, Dave Whisenant

- A. Review of testing – there have generally been mixed comments from those testing.
- B. Latest releases of Sierra and Encore have been installed.
- C. A solution has been developed for fixing bibliographic record holdings – It looks good. There are no duplicate bibs. Innovative has raised the holdings cap to 10,000.
- D. Issues:
  - i. Scoping – attaching institutional agency codes to records – the system would not allow changes to be made to records. Innovative has fixed this problem. FALSC has asked why problem existed in the release.
  - ii. Printing issues when printer checkbox is not checked – has been fixed.
  - iii. Workflow issues are being reported.
  - iv. Paging – the system is set up to allow local paging. The ability to turn off paging will not be available until June 2018.
  - v. Slips for paging should be set up to run twice per day, more runs should be set up manually.
  - vi. Community Borrower loads will be done manually, or as libraries are currently doing. Logins for community borrowers and their privileges will be looked into.
  - vii. Suppressed records presently are displayed to public as withdrawn.
  - viii. An additional testing period is scheduled from November 9 through December 2.
  - ix. Everyone is encouraged to report issues as they discover them, even outside of the testing period.
  - x. Working Groups have created spreadsheets to record issues.
  - xi. Some issues that are being addressed include setting up accounts with numerous security issues, eBook display issues, course reserves not linking.
  - xii. Time zone problems have reappeared in production instance.

### 4. FALSC Updates and Briefings Ellen Bishop

#### A. Hiring Update

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- i. Director of E-Resources – The search committee has had an initial meeting (October 16) and is in the process of selecting candidates for a first round interview.
- ii. Director of Digital Services – is on a similar timeline.
- iii. Director of Library Support and Training – is on a similar timeline.
- iv. Library Services Analyst (reporting statistics and analysis) is in the early stages.

5. Executive Committee Meetings Kathy Miller

A. Confirm Next Meeting Date

- i. . November 15, 2017 3:25 – 3:30

6. No new business

7. Meeting adjourned (Calvert moved, Messner seconded) - 2:43

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