



MINUTES OF THE COUNCIL OF STATE UNIVERSITIES LIBRARIES MEETING
Thursday, December 4, 2014

Present (Thursday): Brian Doherty, Chair (NCF); Barry Baker (UCF); William Garrison (USF); Kathy Miller (FGCU); William Miller (FAU); Anne Prestamo (FIU); Julia Zimmerman (FSU); Robert Dugan (UWF); Faye Watkins (FAMU); Elizabeth Curry (UNF), Judith Russell (UF)

Visitors: Rose Bland (USF), Tamera Race (NCF), Caroline Reed (NCF)

1. Welcome and Introductions

Brian Doherty (NCF), Chair

Chair Brian Doherty called the meeting to order at 1:05.

2. Agreement on Agenda

Brian Doherty announced that Pam Northrup will not be able to attend the meeting on Thursday, but will call in to the meeting on Friday. He proposed that the order of agenda items be modified to accommodate this change (changes noted in minutes). All in agreement to proceed with modified agenda.

3. Minutes of Meeting held at FSU, Tallahassee, on September 4 & 5, 2014 [Attachment 3]

The Action/Decision items from September 4/5, 2014 were reviewed, and the minutes from September 4/5 were approved.

4. Schedule of Next Meetings

March 5/6, 2015	FPU, Lakeland
June 4/5, 2015	UWF, Pensacola
September 3/4, 2015	FAMU, Tallahassee
December 3/4, 2015	UNF, Jacksonville

The CSUL members discussed the possibility of changing meeting locations to be able to better coordinate with other regional meetings. After considering benefits and impacts, the members decided to keep the current schedule, noting that they can revisit that decision in March.

5. Discussion of FALSC - *postponed until Friday*

6. Review and summarize CSUL key policy decisions

Judy Russell (UF)
[Attachment 6]

Judy Russell suggested that document of significant decision and policy-making by CSUL should be pulled and reviewed by current CSUL members. Attachment 6 ("Principles Governing the Licensing of Electronic Journal Packages") is an example of a significant decision process. The purposes for retrieving and reviewing these documents are: to connect current CSUL members with the historical memory of the group, help improve communication within CSUL, and improve communication with other groups i.e. FLVC. Other examples of key decisions include discussions about pricing structures and open access journals.

CSUL members agreed that they would like to review such documents at a later time.

ACTION ITEM: Judy Russell will look for relevant policies and compile for review. She asks that members send suggestions of significant items to include as well.

7. General Library Security

All

Julia Zimmerman summarized the FSU library experience with active shooter training. She reported that the staff appreciated the training, and felt response-ready. However, her staff, post-shooter, would like assurances of their safety, beyond what can realistically be assured. Another aspect that Julia emphasized is the lack of good information during an emergency event, and that the ambiguity created leads to distress. She cautioned that preparations should include psychological preparation for the anxious time before accurate information is available.

Discussion ensued re: the need for library security. The CSUL members identified practices and tools that support security, with practices varying from campus to campus. Some of the practices and tools described included:

- Open regular communication with local police chief (Julia Zimmerman, Judy Russell, Barry Baker)
- Video cameras, with option of live feed during emergency (most campuses have some video camera capability). Additional uses for video included tracking theft and students being able to judge where study space is available.
- Presence of campus police or security police, actively patrolling library at night (FAU, FIU, FSU, UF examples, most libraries have some level of security staff). Faye Watkins noted that they do not want library staff or student workers to have to manage security issues.
- Presence of radios (Brian Doherty reinstating walkie-talkies, Elizabeth Curry has ordered for staff, Anne Prestamo reported that security uses radio and cell phone)
- Silent alarms on key chains for night staff (Rose Bland)
- Security training, in different forms (Judy Russell, active shooter training; Elizabeth Curry, SWAT drill; Barry Baker, custom program and walk-through evaluating safe areas, proper locks; Rose Bland, security audit for campus, including escape routes)

The CSUL members agreed that opportunities to address emergency issues as drills were important ways to prepare. Anne Prestamo noted that that information sharing before/during/after crisis can be an issue; issues of confidentiality and situation management may come into play. Judy Russell described a scenario involving a staff person making threats, and the effects on communication.

Julia Zimmerman suggested that the Florida academic libraries be surveyed regarding their security practices and needs. CSUL members suggested including student workers in the training and including bomb threat response training.

ACTION ITEM: Julia Zimmerman will draft a security survey to be sent to the academic libraries.

8. **Florida Collaboration of Academic Libraries of Medicine Report** Rose Bland (USF)

[Attachment 12]

Rose Bland reported on the September 25-26, 2014 meeting of the Florida Collaboration of Academic Libraries of Medicine (FCALM). At the September meeting, FCALM reviewed its primary charge: to work together to purchase resources, especially to support medical school accreditation.

Bland also reported that there have been multiple vendor-related issues.

- No members were adversely affected by SWETS bankruptcy.
- She also noted that society publishing companies are including usage in addition to FTE's in order to determine cost.
- FCALM discussed reviewing which vendors have advisory groups, so that Florida libraries can ensure representation on every group available to them (i.e. Judy Russell sits on the Elsevier board, Anne Prestamo is on the Springer advisory group).
- Due to difficulty with the *Nature* representative, a different representative has been requested.

CSUL members discussed limits of new "open access" *Nature*.

Rose Bland announced that the next FCALM meeting will be combined with the Florida Health Sciences Library Association annual meeting, to be held April 9-10, 2015 in Ft. Lauderdale.

Anne Prestamo announced that the FIU medical librarian will be retiring, and asked for recommendations to fill opening.

ACTION: Anne Prestamo will send the job advertisement to Rose Bland. Bland will post to the Florida Health Sciences Library Association and the Medical Library Association.

CSUL members discussed the significant cost increases implemented by the medical resources vendors. Judy Russell raised the question of whether there is some action that libraries can take. Discussion ensued regarding various possible actions. Bill Miller suggested that given their significantly reduced purchasing power, it may be worthwhile for the libraries to stage a boycott. Rose Bland suggested boycotting vendor marketing efforts at conferences (i.e. food/entertainment venues). CSUL members also discussed the final outcome of the mathematicians' boycott effort. One action might be to publicize extreme rate increases, so that vendors are affected by negative PR.

CSUL members noted that in the long-term, academia should be responsible for scholarly publications. PLOS was cited having good examples of open access peer reviewed journals. The academic libraries are at various stages of institutional publications efforts (i.e. UF is rebuilding their dedicated funding; FIU's and FSU's efforts are funded by the library and the provost). The Cornell libraries model was cited as an example. Both FSU and FIU have criteria to protect against predatory journals.

9. UF limited circulation of “special” collections materials

Judy Russell (UF)

FLARE is possibly expanding to share digital collections. The Storage/FLARE update, includes a discussion of the possibility for limited circulation of “special collections” (like the Government Documents Center of Excellence collections).

10. SUS Libraries-published open access journals- rebrand and offer as Service of SUS Libraries.

Judy Russell (UF)

[Attachments 14 & 14A]

Judy Russell describe d the possibility of future roles for CSUL, including sponsoring SUS-wide discussion and review of post publication peer review for digital scholarship, and establishing an SUS Library press (possibly under the FLARE umbrella).

**MINUTES OF THE COUNCIL OF STATE UNIVERSITIES LIBRARIES MEETING
Friday, December 5, 2014**

Present (Thursday): Brian Doherty, Chair (NCF); Barry Baker (UCF); William Garrison (USF); Kathy Miller (FGCU); William Miller (FAU); Anne Prestamo (FIU); Julia Zimmerman (FSU); Robert Dugan (UWF); Faye Watkins (FAMU); Elizabeth Curry (UNF), Judith Russell (UF); Shari Johnson CAC Chair (UWF)

Via phone: Amy Weiss (FSU), 8:30-8:50am

Via phone: Pam Northrup, Executive Director of FALSC (UWF), 8:55-10:00am

1. Cataloging, Authorities and Metadata Committee Reports

Amy Weiss (FSU)

[via phone]

[Attachments 8 & 8A]

Amy provided the report, and indicated that CAM agrees with the shared bib problems and issues taskforce report. They endorse the report, and feel the action items listed are very important. She asked if the group had any questions.

Brian Doherty (NCF) asked whether CSUL can help clarify tasks. Amy responded by saying they want to determine where the pressure lies. TSSC has direct line to FLVC; direct loads, determine common sets; ad hoc group on documentation for users (deal with problems related to batch loading). Then they need to determine CAM’s role going forward, whether they should pass tasks along to FLVC, work with people directly, etc.

Barry Baker (UCF) asked who CAM reports to directly. Amy responded that they report to CSUL, with some overlapping membership with TSSC. It seems that the task force report should go to FLVC.

There was discussion about the fact that CSUL is “shadow government.” Judy Russell (UF) suggested that one of the SUS libraries could submit the report on behalf of all CSUL institutions as a request for action from FLVC. Bill Garrison (USF) suggested that Brian Doherty could do this in his role as Chair of CSUL.

Ann Prestamo (FIU) recounted an experience with a consultant they used to assess tech services; they noted that Ohio State has been in a shared bib environment for more than a decade, and they were confounded by some of the problems described by FIU staff. Rather than a technical issue, it was suggested that FALSC leadership needs to address integration first, before helping to facilitate system migration.

Bill Garrison (USF) suggested an alternate route of communicating to FALSC via executive committee. Bill Miller (FAU) noted that if the report is taken seriously, it could derail the current timeline of implementation.

Brian (NCF) indicated he could forward the report to Lucy and ask that it be put in the queue on behalf of CSUL (Judy Russell speaking also) – to be addressed before implementation.

There was some discussion about how the request queue is handled, and there appeared to be agreement about Brian submitting the report to the FALSC queue and ask that the issues be addressed prior to implementation.

To conclude the call, Amy indicated that CSUL has their reports, and CAM would like to see movement on the issues raised on the task force report.

End of call.

2. Collections Advisory Committee Reports

Shari Johnson (UWF)
Valerie Boulos (FIU)
[Attachments 9, 9A & 9B]

Shari Johnson (UWF) began her report on CAC. She mentioned a mistake in dates. She reported that Michael Arthur will be chair in 2015; Steve Caraco chair-elect in 2016. CAC has been doing shared PDA for upwards of 2 years, and have purchased 670 titles in shared statewide PDA. They found it to be a cost-effective way to purchase materials at the state level, and would like to do more shared purchasing outside of the FLVC.

Two action items were presented by CAC. Shari Johnson reported on the Shared PDA and noted that this has been a very cost-effective way to build collections collectively within the SUS. CAC would like to move forward with investigating additional ways to build such collections effectively. The committee had a face-to-face meeting with YBP where they were presented with different models that might work well for shared collection development. In response to this meeting, CAC proposes action item #1: Request CSUL to agree to CAC creating a shared acquisition planning task force.

Action item #2: Request CSUL to agree to the creation of a shared resources information task force was also proposed. Shari noted that CAC agreed that a smaller task force would be able to accomplish the required tasks and report back to CAC who would in turn report to CSUL. For both task forces, CAC's goal is to have a report by March meeting, noting that the e-resources task force may take longer to than the PDA task force to report. Shari also noted that the 2016 budget should be taken into consideration. CAC would also like to include non-CAC members in the task force, such e-resources librarians, particularly those in law and medical libraries. Judy Russell recommended that the e-resources task force have basic recommendations before ALA Midwinter.

The group also discussed the common core and the role in which CAC can serve in making recommendations to CSUL.

Action Items

Bob Dugan moved to approve these action items as a pair. Kathy Miller seconded the motion. Action items were approved unanimously.

1. Microform Task Force Report

Alison Piper (NCF) for
Dan Schoonover (FSU)
[Attachments 10 & 10A]

No comments or discussion related to this task force report.

2. Resource Sharing Committee Report

Kristine Shrauger (UCF)
[Not attending]
[Attachment 11]

No comments or discussion related to this task force report.

3. Discussion of FALSC – Pam Northrup via teleconference

All

8:55 Pam Northrup began her presentation by referring to some of the discussion that CSUL had the previous day of the meeting with Janice Gilly (UWF) regarding the transition. To recap, she mentioned that in recent months, the bulk of the effort has been spent on HR, transitioning assets, etc. Jan. 1 is when FALSC officially gains authority. UF has been managing staff operations for 4-5 years under contract. When FALSC received the delegation of authority from the legislature, they re-contracted with UF until Dec. 30. FALSC will officially begin on Jan. 1.



In meantime, Pam said they have reviewed all the facilities, looked at space, what improvements may be necessary, etc. In Tallahassee, there are 20 unused office spaces, computer rooms that are unused. In Gainesville, space analysis was done; the space managers agreed to significantly improve the space, move people around for improved efficiency. In Tampa, space analysis done; they currently have only 5 staff members, 2 of those retiring by end of 2015. They recommend that office be closed in February – with alternate work locations (telecommuting) an option for the remaining staff.

In addition, they have been meeting weekly with the Chancellor's offices (SUS and Colleges), FLVC offices. Beginning of September, the current and prior chairs of the member's council joined the group conference calls. The primary discussions have included the organizational structure, etc., to look at relationships and ongoing services to each institution in Florida and how the structure would look as far as voice, decision making, but also internal organization of the virtual campus itself.

In January, they plan to execute a desk audit of every staff member within the Virtual Campus re: roles and responsibilities. Last transition to FLVC resulted in lots of title changes that are unclear (e.g., One title is "Tech Wizard"), and they want to bring clarity to the organization and its employees.

While the senior management positions seem adequate, they also expect to create an IT department and possibly add a leadership position to support the strategic plan. She mentioned that about 85% of funding, etc., is currently devoted to technology, and believes the organizational structure should reflect that priority.

The desk audit is to be done by March, and may result in some restructuring. Pam said she will share updated org charts as they are created. No internal staff changes are expected prior to March, although some staff changes may occur later. Pam said they want to build strong culture of innovation, but also to support the SUS technologies that will be implemented.

Another level of discussion relates to who makes decisions related to FALSC. UWF received virtual campus via no lobbying by their institution, but they are happy to take responsibility and role of conduit to meet the needs of all institutions. The UWF BOT and President won't be making decisions. They've delegated authority to Pam Northrup to make decisions about library services, student services. Pam intends to be a voice on CSUL's behalf. The executive council and committees will be crucial to moving forward successfully.

Judy Russell (UF) started the discussion by sharing concerns about the need for culture change, and that the legislative language doesn't require an appropriate level of accountability to the institutions being served. She mentioned the idea of service-level agreement as one way to establish trust and accountability.

Pam indicated that in recent meetings they began considering MOUs with every institution, but haven't gone forward at this point. Julia and Janice from Members Council have been involved. Vicky Shirley (BOG) also participated. She would like to understand better what CSUL envisions as far as what service-level agreements would mean, because she had the impression that customized service-level agreements are different than the generic MOUs to build relationships that they had envisioned.



Judy Russell (UF) indicated that while each institution has a different perspective, there may be a number of priorities that all institutions share. CSUL doesn't want it to devolve into the format of vendor/contractor which could lead to adversarial relationship, but is looking more for a minimum level of responsibility and accountability. Brian (NCF) pointed out that the legislative language has in the past been treated as a service-level agreement, and the resulting "race to the bottom" has been problematic.

Pam suggested that a smaller group (representing SUS as well as colleges) could possibly meet before March to establish guiding principles to accomplish our shared goals, and set us up for future opportunities as one team. The goals would be to clarify roles, responsibilities, and relationships. Elizabeth (UNF) suggested that the whole group (40 institutions) should engage, but perhaps in workshop format, to start working through these issues. Judy (UF) suggested that it could be set up regionally, funneling results up to a subgroup that could synthesize material. Standard questions could be provided to ensure that the groups are focused and consistent across discussions.

Bill (USF) pointed out the need to establish clear expectations for service as individual orgs and as a group; he feels a dialogue is needed about CSUL expectations, and what FALSC will be able to fulfill. In the past, frustrations have resulted from expectations not being met. Pam agreed.

Julia Zimmerman (FSU) commented that going back 3-4 years to the plan to merge FCLA with CCLA, there was a promise that services would not be lost. Prior, CCLA provided services without distinguishing between graduate and undergraduate needs. The new organization and all transitions – focus has become very undergraduate heavy – and the organizations really need to ensure that graduate research needs are met as well.

Pam pointed out that vocational and technical program needs are at the other end of the continuum but have similar issues in that they are fewer. She said we do have the opportunity to go in and refine the statutory language to define the spectrum of higher education more robustly (less simplistic). She said it is very helpful to have Janice Gilly in the conversations – where she can assist in modifying the statutory language – which could in turn help build a good foundation to support future e-resource requests, etc.

Ann (FIU) said the division that has been emerging in re: e-resources is unproductive and dangerous. Looking at 60% common core, will result in the loss of specialized resources that are key to maintaining accreditation (there are several resources on the cut list that are essential for FIU's upcoming engineering program accreditation).

Pam: I understand the need for library resources for accreditation purposes, and want to figure out how to talk about the full complement of library services and change the conversation moving forward. Are the engineering resources on the cut list imminent?

Ann (FIU) said yes, their budget deadline is for the upcoming fiscal year and 2016 calendar year.

Judy (UF) brought up the requirement of showing more than 50% common resources to the legislature. The committee is being told that this is a requirement – gen ed core. She feels that the group should assert that we’ve fulfilled needs for the core, and then help legislators better understand the needs. Bob (UWF) said the 60-40 split is unreasonable – 29 courses (4-5 resources would cover it); we don’t want to spend more than half of resource allocation for such a small amount of resources.

Ann (FIU) came back to the topic of regional meetings to establish guiding principles, and requested that if regional meetings are held, she would like to see FLVC facilitators participate to help ensure consistency with meeting structure, reporting coming out of meeting, etc.

Pam: Regional distribution sounds good – will give that some thought, and get back with you and colleges. Would like to do it in first quarter (as early as Jan by March).

Judy (UF), switching to topic of ITN, mentions the report that Brian will submit to FLVC re: tasks that must be done before going to the Next Gen system. They are struggling to accommodate legislature and still address issues thoroughly. Missing element is that LBR going forward doesn’t cover all clean-up and acquisition, but it does cover some. But it doesn’t cover any of the costs to each individual system clean-up. Looking at Orbis Cascade implementation (selected Alma, 2 year phased implementation), the concern is that there could be a 2 or more year process – without having the \$\$ to integrate the enterprise-wide systems at each institution. Judy also shared a concern about expectations of how individual campuses will accomplish their work, when they don’t have the institution funding available as of now.

Pam: We don’t even know at this point our staff capabilities – thought there wasn’t enough \$\$ in the budget. Could we have a couple of people get on a call next week to walk me through this issue?

Action items: Call for next week (Pam taking the lead?), and setting up first quarter retreat regionally for entire group to meet and establish guiding principles.

CSUL discussed the transition from FLVC to the new organization and next gen ILS.

The committee would like to explore the option of regional meetings for deans and directors

The next FLVC meeting is slated for February 10, 2015.

Action Item: Brian Doherty will follow-up on exploring the option for regional meetings for deans and directors on behalf of the group

Judy Russell presented the idea of adding to FLARE items that are scarce but not unique, such as the government documents in the Center of Excellence collections (e.g., UF’s Panama Canal collection). These items might be damaged by circulation, so if they are deposited in FLARE, there may a need for another circulation category from

which FLARE would lend, but with limitations on loans, such as in-library, supervised use. Judy Russell suggested that this category would not be loaned via UBorrow. Julia Zimmerman stated that FSU has lent such items, but on case-by-case basis so there might be concerns about putting the records out for public viewing. Bill Garrison pointed out that USF Special Collections personnel have said that they meet most such requests by scanning; Judy Russell agreed that it would be rare for someone to want or need the physical experience of the primary source document, but doing this indicates that there is possibility of access. CSUL members discussed concerns about loss and damage and generally agreed that loans from one Special Collections department to another (vs. via UBorrow) would be acceptable. Judy Russell also discussed interlibrary lending more generally: to whom to lend, beyond SUS and FLARE partners. CSUL members discussed the impact of lending on perception of benefits to the partners, and whether willingness to support FLARE would be impacted by lending.

Motion – Brian Doherty: The FLARE collection should be opened to standard ILL practices. Motion was unanimously approved.

8. THURSDAY SUS Libraries-published open access journals- rebrand and offer as Service of SUS Libraries. Judy Russell (UF)
 [Attachments 14 & 14A]

Judy Russell described the possibility of future roles for CSUL, including sponsoring SUS-wide discussion and review of post publication peer review for digital scholarship, and establishing an SUS Library press (possibly under the FLARE umbrella).

Judy Russell stated that UF has discussed a library publishing initiative, distinct from the University Press of Florida, which only publishes books that fit their model and mission. She asked whether CSUL is interesting in creating a press for SUS libraries, jointly and/or individually. Judy Russell also proposed that CSUL develop a recommended Open Access policy structure for SUSs (e.g., concerning publishing funds); such policies would not be required but having a recommended structure may help them move through faculty approval processes on campuses. CSUL members discussed various aspects of Open Access journal publishing, tenure and digital scholarship, and the pros and cons of different software options. Julia Zimmerman suggested that a white paper be written to lay out concepts for CSUL consideration.

Action - Judy Russell, Julia Zimmerman, and Bill Garrison will work on a white paper, to be completed in advance of the March meeting.

9. Support for the LBRs during the upcoming legislative session Judy Russell (UF)

Judy Russell discussed the LBRs: UF expects that the LBR for FLARE will go through, and they are working to have BOG members visit the facility. It would be helpful if other SUS government relations personnel also

know the value

and the STEM journal funding so all SUS personnel can show support and discuss the value to each institution.

of that LBR as well as the LBRs for FLVC

10. Discussion of Hathi Trust

Bill Garrison (USF)

Bill Garrison stated that USF personnel would like status reports and updates about HathiTrust, since all institutions that have Shibboleth have gone thru testing. Judy Russell asked how records are showing in Mango; if SUSs identify items as lost, missing, or damaged and HathiTrust has identified them as not available (out of print), those items should show up in the catalog like the open access items. All institutions must have an ADA surrogate so qualified individuals will have access to all items that the SUSs own, but there is a question of how they will know that an item exists in HathiTrust. There must therefore be snippets or etc. in Mango, but there is no feedback yet from FLVC about how all records will be discoverable. Bill Garrison asked how institutions without Shibboleth will access items without going to HathiTrust. Judy Russell replied that for items that are not public access, the record can be in Mango but the patron wouldn't be able to click through; they'd have to search HathiTrust and then the surrogate would log on. The FLVC Technical Services Standing Committee may need to address setting up this structure – the records need to be in Mango with details about how to obtain access, both for all and for individuals with disabilities (perhaps using UBorrow type buttons). Bill Garrison said that all of the records must be searchable and viewable in Mango.

Action – Judy Russell will request information from Lucy about how to provide ADA access. Bill Garrison stated the need for a simple (graphic) format such as a matrix to indicate which items a patron can get access to and why. Judy Russell will have UF staff work on this and will follow up with Lucy. Brian Doherty asked if this access is just for the universities, and Judy Russell replied that MOU indicates that UF can act as the surrogate for shared governance for the universities, so the colleges would have to join as a separate entity, with access to items owned by one or more colleges.

11. Maintenance of minutes

CSUL minutes – Bill Miller announced that his staff will be migrating to WordPress in January which should be easier for minutes submission than Drupal. Judy Russell asked if they could self-submit to Sobek (as they do in dLoc) – this would require setting up a CSUL identity/structure (naming conventions). Bill said to talk with Amy Kornblau, Asst. Dean of Systems. Julia Zimmerman pointed out that a coordinating individual or office would be needed to manage this process.

Additional Agenda Items

12. Judy Russell was approved as the new CSUL chair for 2015. Bob Dugan has been nominated and approved for 2016.



13. CSUL noted this was the last meeting that Bill Miller would be attending, as he is retiring from FAU after 28 years of service. The committee thanked him for his contributions and wished him well in his retirement.

The next CSUL meeting is scheduled for March and will be held at Florida Polytechnic.