



Council Meeting Minutes

Thursday, March 13, 2008

University of Central Florida, Orlando

Library Room 511

12pm – 5pm

Members Present: William Miller, FAU (Chair); Barry Baker, UCF; Bill Garrison, USF; Laura Probst, FIU; Helen Wigersma, UWF; Shirley Hallblade, UNF; Kathleen Miller, FGCU; Julia Zimmerman, FSU; Judith Russell, UF; Joan Pelland, NCF; Jim Corey, FCLA

Guests: Selma Jaskowski, UCF (Technology Advisory Group); William Covey, UF (Technology Advisory Group); Gail Clement, FIU (Technology Advisory Group); Michael Kuscak, UNF (Technology Advisory Group); Rebecca Donlan, FGCU (Collections Planning Committee); Jeannette Ward, UCF (Technical Services Planning Committee); Meg Scharf, UCF (Public Services Planning Committee); Melinda Gottesman, UCF (PSPC OPAC Subcommittee)

Welcome and Introductions – William Miller, chair, welcomed attendees and had everyone give his or her name and institution.

1. Agreement on Agenda

The agenda was approved with the following additions:

- 9. New Task for TAG – Laura Probst
- 17.b. Medical/Health Libraries Task Force – William Miller
- 17.c. CLOCKSS – Judith Russell

2. Minutes of December 6, 2007

The minutes were ratified with the following correction to 5.A.(5), third paragraph, second sentence should read:

All SUS Libraries will participate in the Freedom Collection license agreement, including USF.

The sixth sentence should read:

Judith Russell asked that John Ingram contact the vendor and ask if they would let us use the Unique Title List (UTL) for two years at no cost or obligation to ascertain need.

3. Schedule for next meetings

The following schedule of next meetings was approved. William Miller pointed out that the December meeting has definitely been scheduled at Palm Beach Community College, Lake Worth. Specific dates for the September 2009 and December 2009 meetings will be determined later.

- June 12-13, 2008 – FSU

- September 4-5, 2008 – FAMU
- December 4-5, 2008 – with CCLA/Palm Beach Community College
- March 5-6, 2009 – New College
- June 11-12, 2009 – UNF
- September, 2009 – UWF
- December 2009 – USF with CCLA; CSUL to arrange

It was suggested that FSU invite their lobbyists to attend the June meeting and give a summary of the session. Julia Zimmerman will look into this.

4. Remote/Joint Storage Facility Update. Judith Russell

A task force is up and working. They are looking at sample documents from other places and models for this type of cooperative effort. The task force is being asked whenever possible to use policies and procedures that have been vetted. To strengthen the case when presented to the Board of Governors Office, Russell asked those institutions most anxious to use this off-site storage facility to have their Provosts write a letter of support to put this project on the budget for 2008/09.

5. Strategic Planning – Action Plans

Each of the major committees (Public Services, Technical Services, Technology Advisory, and Collections) was asked to come up with an action plan.

Representatives from each committee presented the plan and answered questions.

a. Public Services: Meg Scharf, UCF

The report was unanimously accepted.

b. Technical Services: Jeannette Ward, UCF

The report was unanimously accepted.

c. Technology Advisory Group: Selma Jaskowski, UCF

The discussion was tabled until later in the agenda (#9).

d. Collections: Rebecca Donlan, FGCU

The report was unanimously accepted, including the Electronic Resources Subcommittee and Special Collections Subcommittee's action plans.

6. Joint TSPC OPAC Vision Summit: Melinda Gottesman, UCF

Gottesman presented key points from the Executive Summary written by a task force that came out of the summit. This task force will complete the final report by the end of summer 2007. The report was accepted.

a. TAG Commentary: Selma Jaskowski, UCF; Gail Clement, FIU; Bill Covey, UF; Michael Kuscak, UNF

TAG members presented their interpretations of the summit as provided in their Summit Commentary.

7. TSPC Quarterly Report: Jeannette Ward, UCF

Dan North and Sue Wartok were approved as the chair and vice chair respectively. The report was accepted, including the Authorities and Metadata subcommittees' reports.

8. Technology Advisory Group Quarterly Report: Selma Jaskowski, UCF

Jim Corey provided context and clarification for the bulleted items in the TAG report on their visit to FCLA. Request for representatives to DISC from New College and

USF: New College indicated they would consider it for the future; USF declined to send a representative. The report was accepted.

9. Charge to TAG: Selma Jaskowski, UCF

9.a. and 9.b. Approval was requested for the revised charge to the TAG. The changes were in the leadership section (coordinator instead of chair), membership section (removing FCLA representative), and subcommittee section. In the discussion that ensued, a need for clarifying the scope of responsibilities for the various committees and subcommittees was raised. The revised charge was approved.

9c. TAG Action Plan from 5.c.

The Action Plan was approved with a change to #3, that after identifying the top one or two priorities from each major committee, TAG will present this list to CSUL for direction and prioritization for technical analysis.

9.d. New Task for TAG. Laura Probst, FIU

Probst requested an inventory of services and resources from FCLA. The inventory prepared by FCLA will be shared with TAG.

10. PSPC Quarterly Report. Meg Scharf, UCF

PSPC understood they were mandated to use the CCLA survey to evaluate the work of FCLA and how it filters down to the end user. They feel the CCLA survey is not suited for this evaluation and are requesting clarification on what exactly CSUL would like measured. FSU & USF are conducting usability surveys. PSPC's will continue with its assessment plan keeping in mind that a survey to be used by all is something to plan for in the future; timing to be determined. The usability survey will continue.

11. CPC Quarterly Report. Rebecca Donlan, FGCU

CPC is seeking approval of the Janus Task Force charge documents and membership, which is to say CSUL's support for staff participation on the task force. CPC will include the roster of the members of the task forces when they send out the approved charges. Report was approved. When the CPC Medical/Health Libraries Task Force sends its recommendations, a copy should also be sent to R. E. LeMon, Board of Governors.

11.b. Medical/Health Libraries Task Force Progress Report.

Before forwarding the report to the Board of Governors, William Miller will get in touch with the task force about rewriting their recommendation. With regard to centrally funding resources discussed in the report, it was noted that funds will have to come from Health Sciences libraries, although FCLA could handle invoicing paperwork.

12. Janus Task Force Working Groups. Laura Probst, FIU

Discussed in the CPC Quarterly Report section.

13. Self-Check Payments. Jim Corey

Jim Corey reviewed the information about individual institutions' participation in the self-checkout stations and SIP2 software. It was agreed that individual institutions will use IT Equipment funds for both hardware and software.

14. FCLA Budget Report. Jim Corey (intentionally reversed order)

Jim Corey reviewed 2007-08 and 2008-09 budget cuts report, which shows the impact over two years, allocated according to his judgment; this included major cuts to the base for IT Equipment and E-Resources, which combined is over 40% of the entire budget.

Rebecca Donlan will send CSUL the information about the changes to EBSCO proposal.

CSUL voted not to fund digital projects (\$75,000) in 2008/2009 but to reconsider it in 2009/2010. It was unanimously voted to use carry forward funding from FCLA to keep the allocation for Library Transfers – Equipment & Maintenance for \$2,054,964.

The decision about funding for databases for the coming year was tabled until Friday, March 14 at which time Jim Corey will have more exact figures. [At that time it was decided to let the ERS know that they will have the same amount as last year (\$3,208,066) to begin planning for the coming year.]

Adjournment. The remaining agenda items were tabled until the morning. The meeting was adjourned at 5:35pm.

Council Meeting Minutes, Part 2

Friday, March 14, 2008

University of Central Florida, Orlando

Library Room 511

9am

Members Present: William Miller, FAU (Chair); Kathleen Miller, FGCU; Laura Probst, FIU; Julia Zimmerman, FSU; Joan Pelland, NCF; Judith Russell, UF; Barry Baker, UCF; Shirley Hallblade, UNF; Bill Garrison, USF; Helen Wigersma, UWF; Jim Corey, FCLA; Ann Armbrister, CCLA

Guests: Selma Jaskowski, UCF (Technology Advisory Group); William Covey, UF (Technology Advisory Group)

Remaining Agenda Items from Thursday, March 13 meeting:

15. Satisfaction Survey regarding FCLA (Shirley Hallblade, Laura Probst, Julia Zimmerman)

Handouts were distributed. This discussion of a satisfaction survey to evaluate FCLA is a continuation of the December 2007 meeting. The survey will go to library faculty and staff. It was decided that Hallblade, Probst and Zimmerman will take the suggestions made at today's meeting, incorporate the changes, and e-mail the survey to the CSUL directors, who, in turn, will share with their staff members for further feedback. The survey should be ready to deploy before June.

Bill Miller introduced Ann Armbrister, who is representing Richard Maddaus, CCLA, at today's meeting. Individuals went around the table and made self-introductions.

16. CSUL Salary Survey (Shirley Hallblade)

Hallblade is still trying to normalize titles and positions so that a comparison can be made in salaries across the state. She will use the organization charts she has received from each library and ARL salary codes that she will modify as needed to create a chart that will be sent to each of the directors for corrections. FGCU will serve as the first trial.

17. Directors' Discussion

a. Updating CSUL Web Pages

Bill Miller noted incorrect data on the CSUL Web pages. By the time he contacted Rebecca Bichel at FSU about it, the changes had already been made. FSU is doing a good job of maintaining the CSUL Web pages.

b. Medical Library Task Force

This was discussed earlier in the agenda on March 13.

c. Budget

Directors went around the table discussing budget cuts and measures that have been and will be taken to cope with current and projected cuts.

d. **CLOCKSS** (Judy Russell)

Russell distributed information about CLOCKSS, “a partnership of publishers and libraries working to achieve a sustainable and globally distributed archive.” No decision was made. CSUL will review the program for possible future action.

Adjournment. The meeting was adjourned at 10:30 a.m.