Council of State University Libraries

CSUL MEETING MINUTES
Thursday, September 10, 2009
University of West Florida
Noon - 5:00 p.m.

Members present: Lauren Sapp, Chair (FAMU); Brian Doherty (NCF); Bill Garrison (USF); Shirley Hallblade (UNF); John Ingram (proxy for Judy Russell – UF); Kathy Miller (FGCU); Bill Miller (FAU); Barry Baker (UCF); Laurie Probst (FIU); Helen Wigersma (UWF); Julia Zimmerman (FSU); and Jim Corey (FCLA).

Guests: Carole Hayes (Board of Governors); Mary McCormick (Law Libraries/FSU); Cecilia Botero (Medical Libraries/UF Health Sciences); Becky Donlan (CPC Chair / FGCU); Dawn Smith, (PSPC Chair / FAU); Dan North (TSPC Representative / UWF); Mark Stoffan (TAG Representative/ FSU); Plato Smith (DISC Representative / FSU); Roy Ziegler (CPC Representative / FSU); Priscilla Caplan, (FCLA); Lynn Shay (UWF); Barbara Bausher (Recorder/ UWF).

The meeting was called to order at 12:15 p.m.

1. **Chair Lauren Sapp** welcomed members and guests.

   Helen Wigersma introduced Dr. Chula King, UWF Provost, who welcomed the group to the UWF campus and expressed appreciation to CSUL members for the excellent work we do in providing library services and resources to our university communities.

   Introductions were made and Brian Doherty was welcomed as the new Director of New College**.**

2. **Agreement on Agenda**
   - No items were added to agenda and it was approved as distributed.

3. **Minutes of June 12, 2009** [CSUL Attachment 1]
   - Corrections:
     a. Shirley Hallblade - page 2, CPC Quarterly Report: bullet # 4, change wording in the sentence to read, "These guidelines are evidence of collaboration and structures for licensing and ~~a step forward~~ *are relevant* to General Appropriations Act Section 81."
     b. Shirley Hallblade - page 2, TAG Quarterly Report: bullet #1, replace "CSUL" with "Carole Hayes" in the sentence, "CSUL suggested TAG contact. . ."
     c. Priscilla Caplan – page 2, TAG Quarterly Report: bullet #2, change wording in the sentence to read, "Priscilla Caplan. . .her work with the OPAC ~~subcommittee on the~~ *and issues* of digital collections in MANGO

d. Bill Garrison – page 3, Director's Discussion: bullet #1, correct the spelling of Carol Hickson's name. It should be *Hixon*.
- Helen Wigersma moved to approve the minutes with corrections, Kathy Miller seconded and minutes approved.

4. **Schedule of next meetings approved without changes**
- December 3, 2009 CSUL and FCLA; December 4, 2009 FCLA/CCLA – New College
- March 4-5, 2010 – UF
- June 10-11, 2010 – FIU
- September 2-3, 2010 – FAU

5. **CPC Quarterly Report** Rebecca Donlan [CSUL Attachments 2, 2a, 2b, 2c, 2d]
- **Recommendations**
  - ERS Recommendations (with CPC concurrence)
    a. Approve Athena Hoeppner (UCF) as the 2009 Vice Chair and incoming ERS Chair in January 2010; Anjana Bhatt (FGCU) as ERS 2010 Vice-Chair. **Approved**
    b. Revert term of service for the positions of ERS Chair and Vice Chair to one year effective 2010. **Approved**
    c. Renew the suite of FCLA databases as is, with minor changes: Cancel two add-ons to the Gale Business & Company Resource Center database: Newsletters ASAP and PROMT (Predicast's Overview of Markets and Technology). **Approved**
    d. African American Biographical Database and the possible reduction of simultaneous users on the OCLC Research Package, except for Anthropology Plus, which will remain at 10 users, are still under discussion for potential changes and/or cancellation.
  - CPC Recommendations
    a. Approve Roy Ziegler (FSU) as CPC Chair, and Michael Arthur (UCF) as CPC Vice-Chair/Chair elect, starting in January 2010. **Approved**
    b. Convene a joint CPC-ERS task force to create recommended policies and procedures for annual renewals of titles in consortial e-journal package. Preliminary report will be submitted to CSUL for review at the December 2009 meeting. **Approved**
    Discussion: Julia Zimmerman asked that this task force also review what other funding models might be used to address the costs of e-journal packages. The one currently being used is based on an historical model which puts an inordinate cost burden on some of the libraries.
    c. Convene a task force to investigate a voluntary statewide single vendor approval and firm order plan in support of CPC Action Plan Objective 3.3. A preliminary report and RFI will be submitted to CSUL for review at the December 2009 meeting. **Approved**
    d. Convene a task force to conduct an e-book usability study. Preliminary report will be submitted to CSUL for review at the December 2009 meeting. **Approved**
    Dan North requested, and CSUL concurred, that there be representation from the Acquisitions Subcommittee on each of the three task forces listed above.

- **WorldCat Collection Analysis Project**: Helen Wigersma provided a brief report on the e-book pilot project, analyzing overlap in Business and Psychology holdings (2000-2009) in the SULs. The intent was to identify those titles and publishers for which we have multiple holdings and to determine whether we might purchase e-book access to reduce duplication and costs.

    During the discussion regarding FCLA-funded e-resources, Becky Donlan reported that Claire Dygert and ERS did not have renewal quotes for all products at the time of the joint ERS/CPC meeting; however, based on the available quotes and estimates for the remaining databases, it appeared that not only would the FCLA database budget be balanced, it is possible that renewal costs would be less than the amount allocated for e-resources this year. Therefore,
    - ERS and CPC recommended to CSUL that any unspent funds from the ERS 2009-10 allocation be used to support the WorldCat Collection Analysis pilot project by purchasing a selected Psychology e-book collection from one or more of the primary publishers. This will be a one-time use of available, unspent electronic resources funds. It is understood that these funds will, in all probability, be needed next year for ERS subscription renewals.   **Approved**

6. **PSPC Quarterly Report** Dawn Smith [CSUL Attachments 3, 3a]
    - PSPC requested approval to hold a face-to-face meeting in Tallahassee, FL, on November 19-20.   **Approved**
    - PSPC requested approval for the Access Services Sub-committee to draft SUL-wide uniform circulation periods and policies. **Not approved**
    Discussion: The need for this meeting was unclear since the U-Borrow Policies Committee and the U-Borrow Functions Committee have not yet completed their work. Julia Zimmerman noted that it would probably be impossible to develop SUL-wide uniform circulation periods and policies because each of our institutions has adopted policies that relate to our unique internal needs. Others agreed. She suggested that no action be taken by the Access Services sub-committee until the U-Borrow Task Forces complete their recommendations and the system is implemented. If the U-Borrow procedures and policies are not working as expected, it may be appropriate to convene a meeting at that time.
    - PSPC requested that CSUL direct the UBorrow Policy Task Force to address patron responsibility issues (e.g., blocking patrons, collecting fines).   **Approved**
    - PSPC requested CSUL approval for the Access Services Sub-committee to hold a face to face meeting in Tampa or Gainesville, FL on December 11.   **Not approved, pending clarification**
    Discussion: Since one of the primary reasons for this meeting was to address SUL-wide uniform circulation periods and policies and that has been determined by CSUL not to be appropriate at this time, CSUL asks the sub-committee to provide additional information as to the need for this meeting.
    - Dawn Smith reported that a task force has been convened to develop a draft charge and related rationale for the creation of a Government Documents Subcommittee. Members of the task force are Shari Johnson (UWF – chair), Jan Swanbeck (UF), Cheryl McCoy (USF), Rich Gause (UCF), Bruce Barron (FAU), and Mary Anne O'Daniel (FCLA).

7. **TSPC Quarterly Report** Dan North (for Sue Wartzok) [CSUL Attachments 4, 4a, 4b]
   - The TSPC requests approval of a new TSPC subcommittee – the Acquisitions Subcommittee with a charge as proposed. A revised document was presented to CSUL which removed from the membership section the statement ". . .and recognized branch library." After discussion CSUL recommended that there be representation from both the Law and Medical libraries on this subcommittee. **Approved as amended**
   Discussion: Helen Wigersma asked that the Acquisitions Subcommittee document be brought into compliance with the template for other CSUL committees and subcommittees. Dan North noted that the CSUL document related to organization and committee charges is not on the CSUL website. Kathy Miller indicated that she will update the document and have it placed on the website before the December CSUL meeting.

   - Dan reported that organizers of the Cataloging meeting on October 2 are finalizing the agenda. Laurie Probst will report on the Single Bib project and Bill Garrison will report on developments concerning RDA. Since the issue of cataloging digital collections has again been raised, Priscilla Caplan will be asked whether she might also be available to provide a report to the participants. Recommendations that might come from this meeting will be reported to CSUL at its December meeting.

8. **TAG Quarterly Report** Mark Stoffan [CSUL Attachments 5, 5a, 5b]
   - TAG asked CSUL to issue a request to the SULs that haven't returned their DISC surveys to do so. **Approved**
   - TAG asked CSUL to consider a replacement for Gail Clement (FIU). Bill Garrison nominated Beverly Caggiano (USF) as a new member of TAG. **Approved**

   - DISC Survey Report: Plato Smith provided highlights from the recently completed Digital Initiatives Subcommittee Survey. At the time of this report, 9 of 11 SULs and FCLA had responded to the survey. CSUL members from those universities which had not yet completed the survey indicated that their responses will be forthcoming. When those are received, the survey results document will be revised and distributed.

   - CSUL members applauded the work of the subcommittee, noting that it was the first time we had gained a very clear picture of the digitization work that is going on throughout the SUS and the role that FCLA is playing in providing support for these multiple projects. From the results it was apparent that there can be more collaboration among the universities, more resource sharing, more coordination of national and international digital projects, and development of sustainability.

9. **Updates**
   - **Storage Facility Update** Judy Russell (by phone)
     o An update on funding issues and the revised timeline were presented. There is some concern that the building might be full by the time it is built. The estimate of the projected cost has increased to $19 million, with the expectation that it could be even more. Due to the nature of available funding sources, the possibility of it becoming a reality are better if construction costs are kept under $20 million.

- o Since legislative funding for the permanent facility has been delayed, the Storage Task Force recommended creating a pilot project for interim shared storage in Gainesville, starting with the JSTOR print collections. This would require leasing space.
    - To determine space needs, the Task Force will provide a template for SULs to submit information on how much leased space is needed – what do we need now; and what do we need in five years. We are to submit the information by October 15.

- o Barry Baker asked whether we need to sign an official agreement related to the storage facilities. Julia Zimmerman volunteered to check with OhioLink about their storage facility agreement; Judy Russell will do the same with Princeton and a draft may be presented at the December CSUL meeting.

- o Shirley Hallblade raised a question about one of the three recommendations that had come from the Storage Task Force regarding the possibility of "annual assessments." Because this issue needs to be communicated to each of our Provosts and possibly to the CAVP regarding funding and budgets, she wanted to know when assessments might go into effect. The response was that it might be as early as 2010-11.

- o Helen Wigersma asked for clarification on the wording of that same recommendation (#3). After discussion, Laurie Probst made a motion that the recommendation be reworded as follows, "Annual assessments will be billed *to the State University Libraries and to all other participating libraries*. These assessments will be based on institutional size (FTE) and will be used to fund daily operating costs of the facility. Special services will require additional fees." **Motion Carried**

- **Single Bib Project** Laurie Probst
    - o Three universities have volunteered for the pilot project; namely, USF, UF, and FSU. The Task Force will serve as a steering committee setting schedules and deadlines. There will be a working group comprised of representatives from the three pilot libraries and "focused issue" working groups composed of TSPC representatives and others with detailed knowledge relevant to whatever specific issue is under consideration. At a later stage, a large group of libraries will aid with testing. Laurie Probst and Bill Garrison will discuss strategies for identifying work teams and how decisions will be made as the process moves forward.   A wiki will be created to share information.

    - o The projected timeline for creation of the Phase One test environment is March 2010.

- **Unmediated Borrowing** Julia Zimmerman
    - o There are three phases to this project: (1) A task force is working on development of policies that apply to the system; (2) A second task force is working on developing the functions (what the system needs to do); and (3) there will be pilot testing of the project prior to implementation. The Policies Task Force has been hard at work on finalizing draft policies and, with the exception of two items, has reached agreement. A draft

functions document will be expected soon after. Once there is agreement on functions, software options will be investigated (probably ILLiad or the Aleph ILL). The goal is to have three SULs in a testing phase by the end of October.

- o Brian Doherty agreed to serve, with Becca Bichel, as the co-chair of the Policies Task Force. Brian is taking Doug Langston's place.

- **Rapid ILL** Barry Baker
    - o UCF was the first of the SULs to implement Rapid ILL. Barry Baker reported that the borrowing side has been going very well for three months and the lending side for a month and a half. With no additional staff (including OPS), about 1,600 borrowing requests averaged a 5.5 hour turnaround time, while lending requests averaged 2 hours. Cost savings in IFM charges over the three-month period was $2,500. Helen Wigersma reported that UWF has been quite pleased with the borrowing side and anticipates initiating the lending side in the near future.

10. **Appropriations Act, Section 81**
- Talking Points – Kathy Miller and Bill Garrison reported that they were unable to complete this list
- Jim Corey provided a brief overview of the process and the working draft information that has been provided to the Joint Library Planning Committee. Jim, along with Dr. Richard Madaus (CCLA), Dr. Tom Owens (SUNLINK), and Mark Flynn (Florida Electronic Library – FEL) serve as resource persons to the Committee.
- Julia Zimmerman and Lauren Sapp will be giving a presentation on September 16 in response to questions provided by the Planning Committee.
- This process has a very short timeline, with a final report due December 1.

11. **SUS Architecture for Digital Collections & Metadata:** Priscilla Caplan
Through a PowerPoint presentation, Priscilla Caplan demonstrated how digital collections can be captured and displayed in the Mango database. Using DigiTool, a library may choose to display its records in its own catalog or may also choose to display them in the SUS union catalog. To activate these options, Priscilla and her staff are available to provide training in DigiTool to any SUS library upon request.

12. **RDA/FRBR Tutorial** was tabled to the Friday session.

13. **Director's Discussion**
- **Election:** Shirley Hallblade agreed to serve as the CSUL Vice-Chair/Chair-Elect for 2010.
- **Administrative Salary Survey:** Shirley Hallblade asked about the timeframe for updating the Administrative Salary Survey, Fiscal Year 2010-2011. The question related to timing of salary increases. Since there is no consistency across the SUS, it was agreed that salary survey data should reference salaries at the beginning of the fiscal year.
- **Strategic Budget Planning:** Although CSUL has vision and mission statements, little has been done to complete a Strategic Plan that provides direction for FCLA or

the CSUL committees. Consideration of results of the DISC Survey should also be included in development of a revised plan. Those who volunteered to serve as a Strategic Budget Planning Working Group are: Laurie Probst, Julia Zimmerman, and Bill Garrison. A draft report will be submitted at the March CSUL meeting.

- **Aleph System Outage**: Jim Corey had earlier provided a detailed explanation of the causes of the Aleph System Outage on August 29 - September 1. Basically, the cause centered on the failure of a hardware disc system, which led to a cascade of other problems. He told CSUL members that the disk vendor was willing to participate in a conference call with us to provide a more complete explanation and apology. CSUL declined. Jim then announced that, though not admitting culpability, the disk vendor will provide approximately $500,000 (list price) in equipment to FCLA. The group expressed appreciation to FCLA staff for the dedicated work they had done to get the SULs back online and for the excellent job that was done in keeping us informed about progress.
- **H1N1 Planning**: Helen Wigersma noted that probably all of our campuses are developing contingency plans for a possible pandemic. She asked whether we might partner together to assist each other should a campus be closed for some period of time. CSUL members agreed that the SULs will support and fill in for each other in cases of emergencies such as the H1N1virus, where a whole department, library or campus may be shut down. For example, one library could post a website note directing students to contact a different library for certain kinds of assistance in the event of an emergency.
- **Ithaka:** John Ingram, speaking for Judy Russell, asked if we would like to reconsider participation in Ithaka since it has made some significant changes. Without additional information at this time, this item was tabled to a future meeting.
- **Alumni Access to Databases**: Shirley Hallblade asked whether any library was currently providing access to electronic databases for alumni. The University of Florida is, through their Alumni Association. Several other institutions – FSU, USF - indicated they were exploring the possibility.
- **Committee Action Plans**: CSUL agreed that for all future CSUL meetings, each committee (CPC; PSPC; TAG; TSPC) is to provide its action plan with an updated status column as a means of keeping CSUL members informed of the committees' progress.

Meeting adjourned at 5:10 pm.

Respectfully submitted,

Barbara Bausher