



Council Meeting
Thursday, December 7, 2006
Indian River Community College
Kight Center, Building V, Room V413
8:30am – 3:00pm

MINUTES

Attendees: Barry Baker (UCF), Bill Miller (FAU), Kathy Miller (FGCU), Derrie Perez (USF), Dana Sally (UWF), Lauren Sapp (FAMU), Toni Downs (FIU), Dale Canelas (UF), Rebecca Bichel for Bill Summers (FSU), Shirley Hallblade (UNF), Joan Pelland (NCF), Jim Corey (FCLA)

Guest Minute Taker: Michele Newberry (FCLA)

Welcome and Introductions

1. Agreement on Agenda [Approval]

Approved as amended with addition of Special Collections Subcommittee report added as 5.D.

2. Minutes of September 11, 2006 [Ratify] [\[Attachment 2.0\]](#)

Ratified.

3. Schedule next meetings [Approval] [\[Attachment 3.0\]](#)

- March 1-2, 2007 – USF, Tampa
- May 31– June 1, 2007 – FIU, Miami
- September 13-14, 2007 – FAU, Boca Raton
- December 6-7, 2007 – Florida Gulf Coast, Ft. Myers with CCLA
- March 6-7, 2008 – University of Central Florida, Orlando

Approved with request that dates be checked for conflicts and any such reported immediately.

4. Updates [Information & Action]

A. Organizational Document Corrections/Additions – Kathy Miller

Kathy will add an item to the CSUL Chair responsibilities about the Chair and FCLA Director meeting with the BOG staff.

B. SFX Metalib Summit Status Report (September 7-8, 2006) [\[Attachment 4.B.\]](#)

Report was accepted with a note of thanks to be sent to the organizer(s).

- C. Metadata & Cataloging Summit Status Report (November 13-14, 2006)
[Attachment 4.C.] and [Attachment 4.C.a]
Report was reviewed with the following actions taken:
1. **Creation of a metadata group:** *The TSPC will be asked to establish a Metadata Subcommittee by recommending to the CSUL at its March 2007 meeting the new subcommittee's composition, its membership, and a charge. In the charge, insert "metadata" in language such as this: "...systems with regard to institutionally-created data."*
 2. **Repository for QF:** *Approved the creation of an Aleph library for QF and other institutionally created MARC DL metadata records.*
 3. **Use of Endeca as the primary interface:** *Approved Endeca as a common interface for OPAC and DL records while still supporting their native interfaces.*
 4. **Second DL/PALMM group:** *Deferred until receipt of clarification on the difference between this group and the new Metadata Subcommittee. Barry will ask Kim Montgomery for clarification.*
 5. **Retention of the MetaSumm-L list:** *Approved.*
- D. **ACTION:** Pilot Project from SOLINET [Attachment 4.D.] [see Attachment 5.B.pg.2]
Approved continuation of the pilot project through February 2007 with another review at the March meeting. Derrie will notify Tim Cherubini of Solinet.
- E. Recognition(s) sent on behalf of CSUL
Recognition was sent to Martha Hruska; two other letters are in progress.
- F. CSUL Committee List Update [Attachment 4.F.]
List was distributed. Everyone was reminded to check it for accuracy.
- G. E-Resources Licensing Specialist Job Description – Jim Corey - [Attachment 4.G.]
Position closed November 30. Four applications were received. The search committee will meet soon.

At this point in the meeting, the CSUL unanimously approved the following resolution in appreciation of all that Dale Canelas, Director of Libraries at the University of Florida, has done for the CSUL and the state university libraries of Florida.

RESOLUTION

*WHEREAS, **Dale Canelas** provided significant leadership and guidance in the continued formation and organization of the Council of State University Libraries (CSUL);*

*WHEREAS, **Dale Canelas** served with distinction as the chair of the CSUL setting standards of excellence for the work of the group;*

*NOW, THEREFORE BE IT RESOLVED, that the CSUL highly commends **Dale Canelas** for her dedicated service and outstanding support of library leadership for the students, faculty and staff of the eleven state universities.*

ADOPTED, this 7th day of December 2006, by unanimous action of the CSUL and by request, this resolution will be entered into the official minutes of this meeting.

IN TESTIMONY WHEREOF, we have set our hands and caused our signature to be affixed on this date.

Florida A & M University

University of Central Florida

Florida Atlantic University

University of North Florida

Florida Gulf Coast University

University of South Florida

Florida International University

University of West Florida

Florida State University

Florida Center For Library Automation

New College of Florida

College Center for Library Automation

5. CPC Report/ERS Report [Information & Action] – John Ingram

A. CPC Quarterly Report, December 2006 [Attachment 5.A.]

- WorldCat Collection Analysis Service
- CSUL Archive for Purchased Electronic Journal Resources Task Force
A draft of recommendations regarding implementation ... is being prepared for the CSUL directors.
- Janus Challenge

B. Electronic Resources Subcommittee Quarterly Report, December 2006 [Attachment 5.B.]

Reports of the CPC and ERS were accepted.

C. **ACTION:** Resolution [\[Attachment 5.C\]](#)

The CSUL Directors, while whole-heartedly agreeing with the sentiments, are directly prohibited from lobbying the legislature or, in most cases, influencing their respective university lobbyists. The CPC can be assured that the Directors do whatever is within their power to support the FCLA budget requests to their university administrations. Kathy volunteered to compose an explanation of the lobbying process as a reply to the CPC and ERS.

D. **Special Collections Subcommittee Report** *was accepted.*

6. **DDAC Report [Information] – Todd Chavez**

A. Quarterly Report, September-December, 2006 [\[Attachment 6.0\]](#)

The DDAC report was accepted.

B. DDAC Issues [\[Attachment 6.B.\]](#)

First the directors agreed that a new subcommittee would be necessary to address several of Priscilla's issues. Called the PALMM Advisory Subcommittee, the newly formed subcommittee will report to the newly formed Technology Advisory Group (see below). It is to be recognized that people with a variety of different skills might be involved under different circumstances. Priscilla Caplan will be asked to write the draft of a charge for the PALMM Advisory Subcommittee.

Next CSUL made decisions about the leftover DDAC issues raised by Priscilla Caplan.

1. *Life Events Metadata Standards – referred to the Metadata Subcommittee.*
2. *Other Life Events issues – referred to the PALMM Advisory Subcommittee.*
3. *PALMM branding -- referred to the PALMM Advisory Subcommittee.*
4. *Local branding – referred to the PALMM Advisory Subcommittee.*
5. *ETD Summit – Monica Metz-Wiseman and Priscilla Caplan are charged with organizing an ETD Summit pulling together all appropriate expertise for faculty and audience from a cross-section of libraries, university archives, and graduate studies as early as practical.*
6. *Statewide ETD Repository -- metadata issues referred to the Metadata Subcommittee; all other issues referred to the PALMM Advisory Subcommittee.*
7. *Print-On-Demand – referred to the PALMM Advisory Subcommittee.*
8. *Florida Gazeteer: Repository -- metadata issues referred to the Metadata Subcommittee; all other issues referred to the PALMM Advisory Subcommittee.*
9. *Systems and Software Registry – referred to the Technology Advisory Group.*
10. *Grant writing – referred to the PALMM Advisory Subcommittee.*

7. PSPC Reports [Information & Action] – Phyllis Ruscella

A. Quarterly Report, December 2006 [Attachment 7.A.]

Report accepted after discussion of specific issues:

1. *ALEPH Upgrade schedule – there is a conflict between the needs of acquisitions to have a stable system through the end of the fiscal year and the desire of public services to have a stable OPAC during the Fall term. After much discussion of the implications of the situation and the unlikelihood that all 11 Aleph instances could be upgraded between July 1 and mid-August 2007, it was decided that the upgrades would not begin until after July 1 and would continue into the Fall term until they were all completed. To minimize the impact on public services, the individual Endeca OPACs would be made available to the staff by early 2007 and to the public by the start of Summer term so that staff can develop their training materials. To facilitate this process, an open website, swiki or blog should be utilized so that all information can be made available to the OPAC Subcommittee and all other interested parties.*

Jim reminded the Directors that the Aleph table configuration testing and revisions were key to getting the upgrades started in July so library staff need to be ready to get involved with table configuration well before July 1.

2. *Self-check – There was general consensus that getting this service functional was important to two-thirds of the Directors indicating that sooner rather than later would be preferred. FCLA will look into when it can begin work on this now that the timetable for the Aleph upgrades is not so tight.*

3. *Reports – each Director will identify what they need in the way of reports and statistics and will send that information plus the names of staff contacts to Jim.*

B. Circulation Subcommittee Report, December 2006 [Attachment 7.B.]

C. Interlibrary Loan Subcommittee Report, December 2006 [Attachment 7.C.]

D. Information Literacy Subcommittee Quarterly Report, December 2006 [Attachment 7.D.]

E. OPAC Subcommittee Quarterly Report, December 2006 [Attachment 7.E.]

All Subcommittee reports were accepted.

F. **ACTION:** Summit on Government Documents [Attachment 7.F.]

After considerable discussion of range of views on the viability of continuing the gov docs print collection and the recognition that many librarians are reluctant to abandon print because of their distrust of the long-term commitment to electronic version of documents, the recommendation to hold a summit was approved. Derrie will notify the PSPC.

8. TSPC Reports [Information] – Dan North

- A. Authorities Subcommittee Report, December 2006 [Attachment 8.A.]
- B. CAGER Subcommittee Report [Metadata Summit, see 4.C.]
Both Subcommittee reports were accepted.

9. Director's Discussion [Information Exchange]

- A. Follow-up from September 2007 Strategic Plan Action Items
No action.
- B. University of California Report – Jim Corey [Attachment 9.B]
Deferred to the March planning session.
- C. 13-digit ISBN effective 1/1/07 – Derrie Perez
Jim reported that the Aleph fix was in an available Service Pack that is scheduled to be installed before Christmas and that GenLoad has already been modified to handle them.
- D. Status of Self-Check Out in Aleph – Derrie Perez
Discussed in the PSPC report.

10. Leadership Transition [Attachment 10; Attachment 10.A.4.a. and Attachment 10.A.4.c.]

Recommendations:

- A.1. *Create an executive committee: approved.*
- A.2. *Conduct an independent, outside assessment of FCLA: approved. The suggestion was to use a firm in Tallahassee, Information Systems of Florida. CCLA had successfully used them to conduct a study that led to increased funding. Derrie will provide Jim a letter from the CSUL requesting this assessment.*
- A.3. *Develop a process to give qualified systems librarians administrative permissions on FCLA servers for specific projects: approved after some discussion about the need for the process to identify details of what is needed, alternative ways to meet the need, what the qualifications of the individuals would have to be, and what responsibilities these individuals would have for fixing problems. FCLA will develop the process.*
- A.4. *Request for more administrative information from Jim about FCLA: Jim supplied the budget and the organization chart. Other information will be forthcoming.*
- B. *Form a Technical Advisory Committee: The name was revised to be the Technology Advisory Group. The newly formed PALMM Advisory Subcommittee will report to it. The organizational document will be adjusted to reflect these changes.*

11. Adjournment *Meeting adjourned at 3:00 pm*

Minutes submitted by Michele Newberry, December 14, 2006.