Minutes
Council of State University Libraries
Thursday, June 8, 2006, Noon – 5:00 P.M.
University of West Florida
John C. Pace Library Conference Room (Room 116)

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

Guest: Dan North (UWF/TSPC)

A round of introductions preceded discussion of the formal agenda.

1. **Agreement on Agenda**
    With the exception of discussing agenda items 4a and 4g together, the agenda was approved as presented.

2. **Minutes of March 9, 2006**
    Approved as corrected: Lauren Crump changed to Laurel Crump.

3. **Schedule of Next Meetings**
    Meeting dates and venues were established and approved as follows:
    - September 11-12 (Monday-Tuesday), 2006—UF, Gainesville
    - December 7-8, 2006—Indian River Community College, CCLA
    - March 1-2, 2007—USF, Tampa
    - May 31-June 1, 2007—FIU, Miami
    - September 6-7, 2007—FAU, Boca Raton

4. **Updates**
    a. Organizational document corrections
        Kathy Miller reported that changes to the organizational document had been made and distributed. Derrie Perez asked that the language in the "Reports compiled" section for the committees be clarified to reflect that the reports are due two weeks before CSUL meetings.

    g. February 2007 Joint Meeting Agenda
        Kathy Miller reported that the Joint Meeting has been scheduled for February 12-14, 2007, at the University of Central Florida's Student Union. There was a general discussion of the purpose of the meeting, focusing on whether it should serve as a vehicle for staff operational issues, or provide exposure to broader, more general issues facing the profession by bringing in an outside speaker. The CSUL Strategic Plan

was mentioned as a possible discussion topic. It was agreed that the committee chairs should be asked how much meeting time they require before the agenda is determined. It was also agreed that the idea of an outside speaker for the meeting should be suspended at this time.

b. SFX/Metalib Summit Status Report
As reported, the subcommittee is continuing its planning for the summit, and a proposal will be forthcoming this summer. Several libraries are making steady progress with Metalib implementation.

c. Metadata and Cataloging Summit Status Report
According to Dan North, who was present to provide a summary of the TSPC report (agenda item no. 8), DDAC and TSPC are continuing to work on a proposal for the metadata and cataloging summit to be held in fall, 2006. CAGER members will also be working on a new focus for the summit, which will most likely involve redefining access guidelines for digital resources and identifying key metadata issues.

d. Verde Meeting Status Report
Jim Corey reported that the Verde planning meeting was held; software and hardware have been ordered. FCLA will receive v2.0 but not until all v1.0 customers have received their upgrades to v2.0. All libraries will have/need "read" access to information in Verde about e-resources shared by all SULs and all trials of products being evaluated by ERS.

e. ERS Database List
Jim Corey reported that the database list developed by ERS was submitted by FCLA as part of the Legislative Budget Request (LBR) process.

f. Pilot Project from SOLINET
The pilot project with SOLINET, as described in the ERS Report, will require further discussion and development with SOLINET. Discussion will continue with SOLINET at the ALA Annual Meeting in New Orleans.

5. **CPC Report/ERS Report**
a. CPC Report
Action Items:
1. & 2.
There was general discussion of the need to renew the subscription of the WorldCat Analysis tool. The discussion centered on the types of analysis and comparisons of collections this tool can provide, its cost, and its ultimate SUL utility. Helen Wigersma (UWF/CPC) was asked to come into the meeting and explain CPC's experience wth this product,

and how it functioned. Helen provided a detailed and cogent description of the product and the many ways it can be used to obtain inter- and intra-institutional data. After a lengthy discussion of the product's functionality, merits, and utility, it was decided that CPC should further investigate SOLINET's and OCLC's abilities to conduct the requested SUL analyses. Therefore, the recommendation to create a position to work with WCA was tabled until the September 2006, meeting.

Post meeting clarification:
The directors discussed the renewal of the WCA and whether or not to renew now or table until September. The "deal" was good until 30 June. In the end, the WCA was renewed by the CPC and each library will be billed by SOLINET.

3. The directors approved the recommendation to fund a half-time position to negotiate collaborative resource licensing agreements through FCLA. Jim Corey, FCLA Director, will hire and determine the salary for the position. Members will be billed for support of this position using the same mechanism employed for determining costs for databases purchased collectively. For practical funding reasons, it was agreed that the position should begin in fall 2006.

4. The directors approved the ERS proposal for SOLINET to pursue cooperative licensing agreements with Taylor and Francis and the University of Chicago Press.

   b. FCLA Digital Archives Succession Plan
       As stated in the report, "CPC will define the boundaries of a collection, and will review the Policy Guide."

   c. ERS Report
       There was no discussion of the report as submitted.

   d. Digital Archive for E-Journals Subcommittee Report
       Priscilla Caplan is continuing to work on the digital archive issue and report.

6. **DDAC Reports**
    DDAC is planning an in-person meeting in July 2006. There was no further discussion of the report.

7. **PSPC Reports**
    Apart from the Marcive indexing delays, and the upcoming meeting of the Circulation and ILL subcommittees, which was approved by the CSUL, there

was no additional discussion of the PSPC reports as submitted. Jim indicated that he would follow up on Aleph issues mentioned in the report.

8. **TSPC Report**
   Dan North (UWF), TSPC Chair, attended to present and review aspects of the TSPC Report. Committee members Priscilla Caplan (FCLA) and Naomi Young (UF) were introduced into the meeting via telephone for discussion of portions of the report.
   a. TSPC Report
      Action Item: CSUL approved the recommendation that all CSUL listservs be made secure in the sense that they include only SUL staff.

   b. Authorities Subcommittee Report
      Action Item: CSUL approved the planned Authorities Workshop to be held November 2-3, 2006, at UCF.

   c. CAGER Subcommittee Report
      There was no discussion on this report beyond CAGER's involvement in the metadata summit reported in agenda item 4.c., above.

   d. Before concluding his report review, Dan North mentioned TSPC's interest in sharing Acquisition records from other libraries. A brief discussion ensued about whether this could be achieved by libraries creating permissions to access their records by guest users. Dan also announced that UWF would be hosting Macro Express training on August 17 and August 24, using UWF's Breeze internet conferencing software. Dan concluded by thanking CSUL for inviting him to make his committee report; he felt such in-person reporting by committee chairs, when feasible, was a very beneficial form of communication.

9. **Directors' Discussion**
   a. Library-wide CSUL Committee Members Meetings
      Derrie Perez reported that she had held a meeting for all staff at USF who serve on CSUL committees and subcommittees. She indicated that the meeting was a very "pleasant" event and she encouraged all SUL directors to do likewise.

   b. Print Subscriptions
      Kathy Miller will distribute the SUL print subscription statistics that she collected.

   c. Joint Meeting in December 2006 with CCLA
      Derrie Perez asked that directors pass along any thoughts they may have about the joint meeting with CCLA in December 2006. She

indicated that she had discussed the idea of a more thematic approach to the content of the meeting with Pat DeSalvo of Seminole Community College and that several themes, which she had listed for the group and distributed, were identified. The ensuing directors' discussion identified the (OCLC) "Perceptions" document and OCLC governance as possible topics of discussion. There was general agreement that having an outside speaker present a topic, then breaking out into smaller groups, followed by a "reporting back" large group discussion may be a successful format.

d. Martha Hruska's Recommended Reading
All agreed that the document produced by the University of California's Bibliographic Services Task Force was very well done and informative.

e. Contracts and Licensing
Shirley Hallblade (UNF) reported that UNF is now outsourcing review of all campus IT contracts and licenses to Law Tech. She asked whether others were doing anything similar to this for contract/license review. No other libraries were outsourcing this activity, so Shirley indicated she would update members on the outcomes of this UNF approach to this form of legal review.

f. Required Authentication
Bill Summers asked for feedback on what sorts of required authentication for public PCs exists at other SUL's. Each library reported their approach to authentication for Bill's consideration.

g. Recognition/Appreciation of SUL Personnel
Lauren Sapp, FAMU, suggested that it might be appropriate to somehow formally recognize and show appreciation for SUL personnel who were retiring, or leaving an SUL, and who had performed admirably. All agreed that such recognition was appropriate. It was agreed that directors would, in the future, make the CSUL chair aware of such commendable service.

h. The discussion ended with Bill Summers (FSU) indicating that he would be interested in receiving information and feedback on the following topics: library services extended to alumni and faculty spouses; and outsourcing of the shelving of books.

10. Adjournment at 4:50 P.M.

Recorded by:
Dana Sally

ACTION and FOLLOWUP ITEMS — CSUL MEETING JUNE 8, 2006

February 2007, Joint Meeting
- Before the agenda for this meeting is determined, committee chairs should be asked how much meeting time they require for their business meetings.

CPC Report: Action Items
- CPC was asked to further investigate SOLINET's and/or OCLC's abilities to perform as contract work the various comparative collection analyses made possible by the WCA tool and to present their findings by the September 2006, meeting.

- Jim Corey was authorized to determine the salary and hire a person to negotiate collaborative/cooperative product licenses on behalf of FCLA and CSUL. Position costs will be shared by the SUL's.

- The directors approved the ERS proposal for SOLINET to pursue cooperative licensing agreements with Taylor and Francis and the University of Chicago Press.

PSPC Report:
- Jim Corey will follow up on Aleph issues mentioned in the report.

- The joint meeting of the Circulation and ILL Subcommittees was approved to be held December 6, 2006, at UCF.

TSPC Report
- CSUL listservs are to be made secure from external users.

- The Authorities Subcommittee is authorized to proceed with the Authorities Workshop to be held in November 2006, at UCF.

Directors' Discussion
- Directors are encouraged to hold meetings with all CSUL committee members or their staffs.

- Kathy Miller will distribute print subscription statistics.

- Directors are to forward to Derrie thoughts/ideas about the joint meeting with CCLA, December 2006.

- In the future, directors should share with the CSUL Chair, for appropriate recognition, the names of staff who are leaving SUL service and who have commendably served CSUL.

- Directors should share information/thoughts on alumni and spouse services, and the outsourcing of book shelving with Bill Summers.