Minutes
Council of State University Libraries
Monday, September 11, 2006, Noon – 5:00 P.M.
University of Florida
Library West Conference Room (Room 429)

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

Guest: Todd Chavez (USF/DDAC), John Ingram (UF/CPC), Phyllis Ruscella (USF/PSPC)

Prior to the discussion of the formal agenda Derrie Perez welcomed Todd Chavez, John Ingram, and Phyllis Ruscella. She also thanked Dale Canelas for the Library West tour and Dana Sally for the June 8, 2006, Strategic Plan, CSUL, and FCLA Minutes.

1. **Agreement on Agenda**
   The agenda was approved as presented.

2. **Minutes of June 8, 2006**
   The minutes were approved as written.

3. **Schedule of Next Meetings**
   Meeting dates and venues were approved as follows:
   - 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
     - Due to a conflict with an ExLibris meeting, the meeting was **changed to September 13-14, 2007**
   - December 6-7, 2007 – Florida Gulf Coast with CCLA

4. **Updates**
   A. Organizational document corrections
      Kathy Miller reported that the language in CSUL Organizational Structure document "Reports compiled" section for the CPC, PSPC, TSPC, DDAC had been updated to reflect reports are due two weeks before CSUL meeting to CSUL. Copies were provided.

   B. February 2007 Joint Meeting Agenda
      Due to a general lack of interest from meeting participants the 2007 Joint Meeting of CSUL Committees will be canceled and it was further agreed joint meetings will no longer be held. It is believed summits, arranged by the committees on an as needed basis, with follow-up reports to the CSUL and annual meetings of each individual committee might better serve the committees.

C.   SFX/Metalib Summit Status Report
The summit occurred on Thursday, September 7th and Friday, September 8, 2006. The agenda with ExLibris was ambitious but unfortunately could not be completed due to technical difficulties. A full report should be available by December.

In the course of the discussion, Todd Chavez (USF/DDAC) recommended full implementation of Metalib.

D.   Metadata & Cataloging Summit Status Report
Todd Chavez reported that DDAC and a subset of the TSPC/CAGER membership are continuing to plan the November 13 & 14, 2006 Summit. A full report should be available by December.

E.   VERDE Status Report
Jim Corey reported there will be training Tuesday, Wednesday and Thursday (September 12-14, 2006) this week for the pilot institutions (USF, UF, FIU, UCF) and FCLA.

F.   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).

G.   Pilot Project from SOLINET
A draft proposal was received and distributed for review. John Ingram (UF) reported that this project is being considered because much of his and Monica Metz-Wiseman's (USF) time is being used to coordinate e-journal subscription agreements. Michele Newberry (Assistant Director, Digital Library Services at FCLA) is drafting a position description for the FCLA position, but the SOLINET project could prove useful as well. This topic was tabled; John Ingram agreed to check into these questions and report back to the committee at tomorrow's FCLA Board Meeting. NOTE: After discussion with Eleanor Lomax (FAU), John clarified that resources costs had not been specifically discussed but the typical rate would be calculated as FTE of participating institutions divided by the total cost of the resources. The project was approved on 9/12/06 prior to the FCLA Board Meeting.

H.   Recognition(s) sent on behalf of CSUL
A recognition letter was sent to Martha Hruska and her "thank you" correspondence was distributed to CSUL members. CSUL will now work on Bob Jones' (UNF) and John Hein's (UNF) recognition letters.

I.   CSUL Committee List
The CSUL Committee Leadership 2007-2008 roster was reviewed. Laurel Crump will be added as PSPC (Public Services Planning Committee) Vice Chair and Mark Greenberg will be added as CPC-SCS (Special Collections

Subcommittee) 2006-2007 Chair. When it is finalized Derrie Perez will redistribute.

5.   **CPC Report/ERS Report**
John Ingram (UF), CPC Chair, attended to present and review the CPC Report.
A.   CSUL Archive for Purchased Electronic Journal Resources Task Force
The August 31st CSUL Archive for Purchased Electronic Journal Resources Task Force meeting was cancelled due to inclement weather.   The meeting is rescheduled for September 26, 2006. A report will be shared.

B.   CPC Quarterly Report, September 2006
John Ingram provided an overview of the Collection Planning Committee's July 11, 2006 conference call.

Library Materials Budgets
John Ingram will compile a list of several years' materials budgets and their respective distributions for further discussion and use in CPC planning. He is also surveying the Chief Collections Development Officer (CCDO) for their libraries' practices in maintaining paper journal subscriptions as well as e-subscriptions.

WorldCat Collection Analysis Service
This was renewed for the coming year as a consortial project with NCF abstaining from participation. FGCU, UCF, UF, and UWF have elected to participate in this service as individual institutions in addition to the consortial project. Also see 5.D.a.

There will be a meeting of the CPC with the ERS on September 20-22, 2006 at UCF. The CPC will elect a vice-chair/chair elect at this joint meeting. A full report of the meeting will be available.

C.   Electronic Resources Subcommittee Quarterly Report
The report was accepted as submitted.

D.   From CSUL Meeting June 8, 2006 Action Items
a.   As discussed in agenda item 5b, Helen Wigersma (UWF) initiated discussion with OCLC for OCLC to undertake the analysis project. Dana Sally distributed a project update/outline on the latest information on requests to OCLC and SOLINET about conducting a system-wide collection analysis for the SUL. To date, a final response has not been received from OCLC or SOLINET, nor are there any indications of possible costs. Using a graduate student to conduct the analysis project was offered for suggestion. John Ingram will check to see how TRLN gets its information.

b.   The new FCLA position for license negotiation was discussed in agenda item 4G. Monica Metz-Wiseman (USF), John Ingram (UF), and Michelle Newberry (FCLA) are drafting a job description.

E.   Chair/Vice Chair 2007-2008
        Names for chair/vice chair will be available next week.

6. **DDAC Report**
    Todd Chavez (USF), DDAC Chair, attended to present and review the DDAC Report.
    A.   Quarterly Report, May-August, 2006
            July Meeting
            A two-day face-to-face meeting was held in July. The committee reviewed priorities and goals for the coming year. Items resulted from this meeting:
            a. Review of existing goals and objectives (reaffirmed with modifications);
            b. Planning (no date set yet) for a workshop designed to facilitate capacity for ETD support in institutions lacking same; and
            c. Creating a work group to address access standards for vital records designed to facilitate data mining
            d. There is a work group looking at Metadata access for vital records standards; this will be passed on to the CRC/SCS.

    B.   Follow-up from June 2007 Strategic Plan Action items:
            a. DDAC has begun to address this request to do an assessment for digitization of content and to identify vendors.
            b. Significant time at the July DDAC meeting was spent discussing migrating the PALMM collections. Jim Corey is working with Priscilla Caplan to reword the policy/procedure statement and will distribute the updated document via email. The wording may need to be changed to allow outside collections.
            c. There is a policy regarding standards and protocols.

    C.   FHP Funding Requests were approved.

    D.   Chair/Vice Chair 2007-2008
            After a lengthy discussion the following the decisions were made:
            a. Dissolve DDAC – Derrie Perez will send an email to DDAC and DDAC subcommittee members and then follow with an official written thank you.
            b. Refocus digitization efforts through the Special Collections Committee giving that group a new charge and a $75,000 budget.
            c. Form a Resource Discovery Advisory Group who will advise the CSUL regarding the collective overview of technology on public services, collection, management, and technical services and the interface with users.

These changes will be made and a list of proposed members for the
Resource Discovery Group will be assembled before the December CSUL
meeting.

7. **PSPC Reports**
Phyllis Ruscella (USF), PSPC Chair, attended to present and review the PSPC
Report.
A. Quarterly Report, September 2006
The Circulation Subcommittee is exploring ALEPH capabilities to print
individual, ATM-type transaction receipts. This service will be available in
version 18. USF is currently using email transaction receipts in the
Circulation Module. Todd Chavez and Phyllis Ruscella will determine the
setting instructions for this service and distribute them to the group.
NOTE: Jim Corey sent a follow-up email with information.

B. OPAC Subcommittee Quarterly Report, September 2006, was accepted.

C. Information Literacy Subcommittee Quarterly Report, September 2006,
was accepted.

D. Laurel Crump's (NCF) name was submitted and approved as 2007 Vice
Chair of PSPC.

E. Government Documents (addition to original agenda)
The GPO plans to be 95% electronic by 2008. The federal guidelines need
to be changed. Phyllis Ruscella is going to the Fall Federal Depository
meeting in Washington DC and plans to hold a summit when she returns.
The PSPC will request that Summit with a planned agenda for the CSUL
December meeting.

8. **TSPC Reports**
A. Authorities Subcommittee Report, August 2006, was accepted.

B. CAGER Subcommittee Report was accepted.

C. Other Document from Dan North was considered.

D. Chair/Vice Chair for 2007-2008
Derrie will follow up with Dan.

9. **Director's Discussion**
A. Follow-up from June 2007 Strategic Plan Action Items
Considered in Strategic Plan session.

B. Technology Fee
No new information is available.

C.   University of California Report
The University of California Report was discussed at the CSUL/FCLA Strategic Planning Session; however, Jim Corey feels it deserves more attention. He offered to cross tabulate items in the report with Endeca Service. The other CSUL Directors will talk with their Associate Directors to assess what is relevant in the report in reference to their respective institutions. There will be further discussion in December.

D.   Janus Conference
John Ingram (UF) discussed the six challenges put forth by Russ Atkinson at the Conference. John came away from the meeting with some good ideas and would like to move forward. He will take these ideas to the CPC to begin discussions. He has already spoken with LOCKSS and Portico. Dale Canelas suggested he speak to Jim Selcom.

E.   OCLC/RLG Merger
If a university is not a member of RLG, private RLG member institutions will not loan to that institution even if it were willing to pay. Some in depth analysis of how the SULs use the service will have to be conducted.

F.   BOG Consulting Firm
No new information is available.

G. Vice Chair 2007 and Chair 2008
Prior to the FCLA Board Meeting on September 12, 2006, William Miller (FAU) was approved as CSUL Vice Chair 2007, and Chair 2008.

H.   Current searches, new hires and future searches at the various institutions were noted.

10.   **Adjournment** at 4:10 P.M.

Recorded by:
Misty Swain (UF)

ACTION/TO DO LIST
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- TSPC/CAGER Summit Report which was held on November 13 & 14, 2006 due in December.
- Pilot Project from SOLINET proposal was approved on September 12, 2006.
- Send Bob Jones' (UNF) and John Hein's (UNF) recognition letters.
- CSUL Committee Leadership 2007-2008 roster will be revised. Derrie Perez will redistribute when it is finalized.
- CSUL Archive for Purchased Electronic Journal Resources Task Force Meeting Report that is scheduled for September 26, 2006 is due in December.
- WorldCat Collection Analysis Service Project response from OCLC or SOLINET. Using a graduate student to conduct the analysis project was offered for suggestion. John Ingram will check to see how TRLIN gets its information.
- Monica Metz-Wiseman (USF), John Ingram (UF), and Michelle Newberry (FCLA) are drafting a job description for the FCLA position for license negotiation.
- FHP Funding Requests were approved.
- Dissolve DDAC – Derrie Perez will send an email to DDAC and DDAC subcommittee members and then follow with an official written thank you.
- Refocus digital efforts through the Special Collections Committee giving that group a new charge and a $75,000 budget.
- Form a Resource Discovery Advisory Group who will advise the CSUL regarding the collective overview of technology on public services, collection, management, and technical services and the interface with users. These changes will be made and a list of proposed members for the Resource Discovery Group will be assembled before the December CSUL meeting.
- Update from PSPC/Circulation Subcommittee on ALEPH capabilities to print individual, ATM-type transaction receipts. (Note: Jim Corey sent a follow-up email with information.)
- The PSPC requested that a Government Documents Summit be held with a planned agenda for the CSUL December meeting.
- Derrie will follow up with Dan North regarding the status of the TSPC Chair/Vice Chair for 2007-2008.
- Jim Corey will cross tabulate items from the University of California with Endeca Service.
- CSUL Directors will talk with their Associate Directors to assess what is relevant in the University of California report in reference to their respective institutions. This will be placed on the December agenda.

- John Ingram will take ideas he gained at the Janus Conference to the CPC to begin discussions.
- Conduct an in depth analysis of how the SULs use the OCLC/RLG merger service.