



Council Meeting Summary

Thursday, December 6, 2007
Florida Gulf Coast University, Ft. Myers
Library Room 224

8:30am – 2:30pm

Members Present: Barry Baker, UCF (Chair); Lauren Sapp, FAMU; Derrie Perez, USF; Laura Probst, FIU; Dana Sally, UWF; Shirley Hallblade, UNF; William Miller, FAU; 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); Roy Ziegler, FSU (Collection Development Committee); Catherine Gardiner, FGCU (Technical Services Planning Group); Barbara Stites, FGCU (Public Services Planning Committee); Michelle Newberry, FCLA; Helen Wigersma, UWF (Chair, Collections Planning Committee) Claire Dygert, FCLA

- 1. Agreement on Agenda.** The agenda was approved.
- 2. Minutes of September 13, 2007.** The minutes were ratified as previously approved by e-mail.
- 3. Schedule next meetings.** Approved.
 - March 13-14, 2008 – University of Central Florida, Orlando
 - June 12-13, 2008 – Florida State University, Tallahassee
 - September 4-5, 2008 – Florida A&M University, Tallahassee
 - December 4-5, 2008 – with CCLA to arrange
 - March 5-6, 2009 – New College of Florida, Sarasota
- 4. Report of Strategic Planning Session.** Dana Sally reported that CSUL Committees and Subcommittees are working on Action Plans. Dana is working with PSPC and CPC and shared a document from CPC. Shirley Hallblade has been working with TSPC and TAG.
- 5. CPC Report/ERS Report**
 - A. ACTION:**
 - (1) Janus Task Force Recommendations:**

The Collections Planning Committee requests approval of the goals and recommendations of the Janus Task Force. This task force, headed by Roy Ziegler (FSU) and Michael Arthur (UCF) provided an extensive set of recommendations, based on the issues raised by the Janus Conference. Motion: CSUL approves in principle that CPC create five task forces. Derrie Perez moved and CSUL approved. In addition, CSUL will review the recommendations of the Janus Task Force and will begin consideration of the details of the report. Unanimously approved.

- (2) **Collection Analysis Project.** CSUL accepted the Collections Planning Committee recommendation and agreed that FCLA will hire Anna Perrault (\$14,500) to conduct a Collection Analysis Project. The timetable of the Collection Analysis Project will be adjusted to better meet Dr. Perrault's schedule and includes collecting the quantitative data, conducting and reporting on the data analysis, and providing recommendations for future work. CSUL also charged CPC to find out if Perrault would be available for additional future work.
- (3) **CPC Planning Meeting.** The Collections Planning Committee requested approval for an in-person meeting of the CPC at a central location in February 2008 for the purpose of finalizing the CPC Action Plan proposal for CSUL and for planning initial implementation of the 2008 and 2009 Plans. Perez moved; CSUL approved.
- (4) **Medical/Health Library Task Force.** CSUL accepted the Collections Planning Committee recommendation to create a Medical/Health Library Task Force consisting of the autonomous medical/health center libraries at FAU-Miami, FIU, FSU, UCF, UF, and USF. Background: Normally the CSUL Committees, not CSUL, develop task forces, but since the BOG is strongly focused on cutting the costs of medical schools /colleges, including libraries, Helen Wigersma brought this recommendation to CSUL. In addition, Judith Russell asked that CSUL review voting representation from the Law and Medical Schools; Kathy Miller suggested it be added to the March 2008 CSUL agenda. CSUL approved by consensus.
- (5) **Electronic Resources Subcommittee Report.** Report accepted. Claire Dygert (FCLA) reported that there is \$14,000 left in the fund and the ERS is working on setting priorities for spending the money; Claire is going to send out a revised spreadsheet to include restoring the *Index to Legal Periodicals* for their discussions.

Judith Russell suggested revisiting the decision to delegate final approval of e-resource purchases and cancellations from CSUL to the CPC. (This is a topic for future discussion.) A discussion followed regarding the data needed to inform e-resource cancellation decisions. Michele Newberry (FCLA) will work with the CPC Statistical Task Force to identify what kinds of statistics are needed.

John Ingram (UF) joined us via telephone to present the five-year Elsevier agreement and pricing. All SUS Libraries will participate in the Unique Title List (UTL) license agreement, including USF. While the final agreement will have an opt-out clause, there is no cancellation clause. There is a liberal swap out clause, so that if we want to subscribe to something that another university doesn't, we can swap. Each school will be invoiced individually. Judith Russell asked that John Ingram contact the vendor and ask if they would let us use the Freedom Collection for two years at no cost or obligation to ascertain need. Later in the meeting Judy informed the group that Elsevier had agreed. Each school will receive a contract addendum for their part of the contract fee. CSUL approved the contract.

- (6) **Special Collections Subcommittee Report.** Report accepted. Perez moved and CSUL approved that the recommendations below be adopted.

- a. That Special Collections departments in CSUL institutions be required to follow DACS (Digital Archives Content Standard) as a common standard across the state for archival description and that CSUL provide support for training as necessary.
- b. That Special Collections departments in CSUL institutions be required to
 - i. implement EAD (Encoded Archival Description) as a common format standard
 - ii. deposit EAD collection descriptions and collection guides in "Archives Florida" on the PALMM website that is maintained by FCLA
 - iii. and that CSUL provide support for training as necessary

(7) **Leadership Transitions** were approved.

- a. **Collections Planning Committee:** (one-year term)
 - i. Chair: Rebecca Donlan (FGCU)
 - ii. Vice-Chair/Chair-Elect: Roy Ziegler (FSU)
- b. **Electronic Resources Subcommittee:** (two-year term)
 - i. Chair: Valerie Boulos (FIU)
 - ii. Vice-Chair/Chair-Elect: Michele Crump (UF)
- c. **Special Collections Subcommittee:** (one-year term)
 - i. Mark Greenberg (USF)
 - ii. Dean DeBolt (UWF)

6. PSPC Report. Barbara Stites, FGCU reported on the four subcommittees' recent work. The report was accepted and the incoming leadership approved:

- Circulation: Bridgett Turnipseed (FSU)
- ILL: Michelle Foss (UF)
- OPAC: Barbara Tuck (UNF)
- Info Lit: Jackie Druash and Arianne Hartzell (FSU)

A. **OPAC Subcommittee Quarterly Report.** Report accepted. Derrie Perez asked FCLA when self-check machines would be ready to install in libraries. Jim Corey reported that testing of the machines will be finished by end of December and also mentioned that for every self-check machine there is an annual \$2,000 ALEPH client fee. This fee spurred interest in an alternative self-check solution; FCLA is investigating.

7. TSPC Reports. Catherine Gardiner, FGCU representative, was available for questions; the reports from the MetaData Group Subcommittee and Authorities Subcommittee were accepted and the incoming leadership was approved.

8. Technology Advisory Group Report. Selma Jaskowski (UCF) presented the quarterly TAG report.

A. **ACTION:**

(1) **Action Item:**

Approval of the charge to the Digital Initiatives Subcommittee (formerly the PALMM Advisory Subcommittee). CSUL approved the Charge for the Digital Initiatives Subcommittee by a vote of 10 to 1, adding the italicized final sentence to the Subcommittee's Charge: The Committee acts in both a formal and informal advisory capacity to FCLA and the Technology Advisory Group for near- and long-

term planning, prioritization, and implementation issues related to the Publication of Library, Archival and Museum Materials (PALMM) program, and centrally-hosted PALMM collections. *This includes all systems which support PALMM and its contributors, especially the Florida Digital Archive and any other systems required for the archival and preservation components of a digital collection.*

B Information:

- (1) **FCLA Visit:** FCLA spent the entire day making every level of its staff available to TAG for questions and information gathering of TAG's choosing. This was a most welcome initiative, and very much appreciated by TAG. Key interests to pursue derived from the FCLA visit:
 - a. Universal authentication
 - b. Communication protocols between systems (ALEPH and Course Management Systems, ALEPH and campus financial data) SUL participants in ALEPH
 - c. Having a single bibliographic file for all SUL participants in ALEPH
 - d. Implications of ALEPH having critical operating elements based on proprietary software rather than a commercial relational database
 - e. Problems with getting reports from the ALEPH data – TAG/FCLA
 - f. Harmonizing FCLA Digital Library Services (FDA, DigiTool, etc.) with the needs of SUL Libraries' local digital initiatives – move to Digital Initiatives subcommittee
 - g. Suggesting new technologies for FCLA to explore, based on current initiatives in SUL Libraries - TAG
 - h. Evaluating broad technology approaches (like Web 2.0) for appropriate applicability in SUL projects – TAG

CSUL asked that TAG focus on Items e,f,g,h [Problems with getting reports from the ALEPH data, Harmonizing FCLA Digital Library Services (FDA, DigiTool, etc.) with the needs of SUL libraries' local digital initiatives, Suggesting new technologies for FCLA to explore, based on current initiatives in SUL libraries, and Evaluating broad technology approaches (like Web 2.0) for appropriate applicability in SUL projects].

9. Executive Session – FCLA Governance

10. Information Systems of Florida (ISF) Assessment of FCLA Report.

Jim Corey distributed copies of the final ISF report. It was noted that the implications for action found in the report should be scheduled for discussion and implementation at a future meeting

11. Directors' Discussion

- A. **Remote/Joint Storage Facility Update.** Judith Russell (UF) shared a document outlining topics that will need to be addressed regarding governance, administration and management; access, public service; cataloging; collections; government documents. She asked CSUL Directors if they wanted to accelerate the building of the facility and put it in the legislative budget during the 2007-08 session; a number of libraries (e.g. UF, FSU, UCF) have pressing needs for space. Judy will begin building a case and will

communicate with other CSUL Directors via e-mail. She also suggested we begin to identify someone to fund an endowment to fund the ongoing costs. CSUL approved. Judy also asked Directors to begin thinking about an appealing name for it besides the storage facility and to identify staff who might be interested in being appointed to a Steering Committee.

- B. **SUL Salary Report Update.** This item was discussed earlier in the agenda. Shirley Hallblade (UNF) explained that every 2-3 years CSUL collects the salaries of SUS library administrators; for the upcoming survey she proposed developing the data collection instrument based on the ARL salary survey; CSUL reviewed and Shirley will incorporate suggestions into the final version.
- C. **FCLA Budget Priorities.** Jim Corey reviewed 2006-07, 2007-08, 2008-09 budgets, and possible future software & hardware projects (SIP2, PRIMO, Endeca, ARC, Unmediated Borrowing, Unified Resource Manager, disk storage, etc.). CSUL reviewed the proposed budgets, including 4% cuts for both 2007-08 and 2008-09. CSUL agreed to fully fund FCLA databases and information technology using FCLA reserve funds for the 2007/2008 fiscal year. Derrie Perez moved and Bill Miller seconded that FCLA revise the IT budget line to reflect no cuts for the current year. CSUL approved. Judy Russell made a clarifying motion and Laura Probst seconded: FCLA will add \$175,000 to the database budget line to fully fund the FCLA databases. CSUL approved.
- D. **FCLA Licensing Negotiations.** Resolved; pulled from the agenda.
- E. **Florida Federal Depository Update.** Judith Russell reported that there is a planning effort by ASERL for greater collaboration among document librarians including a survey among the librarians to gather info about what the specialization has been among the selectors and organizational collections. She encouraged CSUL Directors to refer staff concerns and questions to the document .

Derrie Perez announced that this would be her last CSUL meeting and expressed her appreciation. In January 2009 she will return to the University of South Florida library school.

- 12. **Adjournment.** The meeting adjourned at 3:00 p.m. and reconvened following the FCLA Board Meeting to complete the agenda.