LSP Governance Committee Minutes

October 11, 2019
Sacramento, CA

Attending: James Wiser, Jeff Karlsen, Steve Hunt, Walter Butler, Lauren Saslow, Melissa Hilbert, Leslie Tirapelle, John Taylor, Eve Miller, Doug Achterman, Amy Beadle, Gary Bird, Amy Carbonaro, Erin Daniels, Monica Doman, Gregg Atkins, Dan Crump, Melissa Taylor, Jennifer Coleman;
Online participants: Norman Buchwald, Will Breitbach, Peter Hepburn, Michelle Ohnstad, Aloha Sargent and Sean Keegan,
Note taker: Donna Reed

By agreement going forward, minutes will be posted to Governance Committee for review. After revisions, minutes to be approved via e-mail and posted to Governance Committee Website (Wiki), ideally within a one week time frame of the meeting.

Project Update - Amy Beadle
- Nearing wrap of IT integrations.
- Ongoing daily review of sites, updates from ExLibris
- Ongoing marketing and communication items - current focus
  - Looking for a one page flier by the end of October
  - 2 minute video video produced with shareholders
- BOG approved ongoing funding at the state level
- Gearing up for fall conferences
- Workgroup management - scheduling monthly meeting of workgroup leads
- Go-live readiness survey is out
- Daily communication with at-risk sites leading to decisions about non-compliant colleges

Update about meeting with CIOs- Leslie T.
- CIOs are looking for a list of tasks that need to be accomplished statewide
- **Actions:** We will issue a memo to CIOs indicating that they need to support prioritizing the LSP project on the campus and to support release or overtime for library staff. Add notes about the name and the logo.
- **Action:** Communication needs go out so institutions are prepared to pay for things that we haven't paid in the past, example: OCLC, ex proxy, temporary system overlap, etc. The aggregate of the additional cost is likely to be less than the current system.

Leslie Tirapelle will draft memo to CIOs. Suggestion was that the memo also go out to library deans, directors, head librarians, or other library leads.

ExLibris - response to accessibility issues - update - Sean Keegan
- ExLibris UI perspective
  - A number of changes have been made that resolved this issue
  - For those that are not resolved, there will be a timeline- likely Jan./Feb.
- ExLibris is bringing in an accessibility expert to review all of their platforms

- Action: The state will review all changes to assure we are meeting state law requirements.

OCLC update - James Wiser
- James is trying to get a consortial agreement. Earliest will be 2020.
- Action: Amy Beadle is scheduling a sit down meeting with OCLC to find a solution for the next 7 months.
- Action: create a communication plan that hits the librarian level especially about the benefits of participating in the network zone. - Eve Miller, Jeff Karlsen, Steve Hunt
- Need to clarify what our policy decisions are around use of OCLC and network zone

Logo
- Reviewed logos from Foundation and Foothill College
  - Looked at logo that the Foundation created and the Foothill logo. Arere reaching out to CSUs about theirs
- Action: Will get approval on the proposed logo.
- Action: Will provide guidance as to where to place the logo.

Primo VE recommendations - Aloha Sargent
- These are recommendations, not mandated. For local decision making.
- ExLibris will provide instructions about accessibility issues that can be done through configuration.
- Vote: Motion: Jeff, 2nd: Donna - passed unanimously
- Action: Aloha will post to listservs ASAP.

Course reserves - best practices recommendations - Michele
- Joint effort with Discovery and ERM/Acquisitions work groups.
- Four major recommendations.
  - Add information about the use of expiration date to the recommendation.
- Vote: motion - Steve, 2nd: Lauren
- Unanimous vote

Fulfillment network - Melissa Hilbert
- What is a network - internal network for resource sharing. Does not require a network zone.
- We can eventually support a systemwide fulfillment network post go live. Not on the current critical path.

New position (Network Zone Manager) - Amy Beadle
- Will be posting soon for network zone manager. This is a 6-7 month contract, with potential renewal in July 2020, assuming that we receive ongoing funding.
- Hope to fill quickly. Want to start interviewing in Oct.

Regional workshops feedback

- Generally positive
- Could have been longer
- Next steps for training
  - Suggestion from ExLibris: walk through for go-live readiness checklist
  - Timeframe for walkthrough - 4 weeks prior to go live

Update on late colleges and IT integrations.
- Need to communicate if you are submitting late and keep communication open
- On Monday, all code red colleges will get a message and red schools
- Action: Amy B. will work with institutions to decide who to reach out to
- At the end of October, there may be a need to cut some colleges in order to remain contract compliant.

EZproxy issue
- Institutions had various experiences. No significant issues surfaced.

Supporting Course Reserves
- Institutions are taking a number of approaches. Not all are starting on day one.

Analytics Work Group report - Jeff Karlsen
  - Pulling together a short list of resources and tools for surveys
  - Putting together a guide to getting SUSHI credentials for widely used electronic resource providers
  - Add comments directly to the google doc

Cataloging Work Group report- Monica Doman
- Documentation about basic cataloging processes
- Added resources to wiki
- Recommendation: make policy decision about who can edit in the network zone
- Recommendation: have a network zone group to support the manager
- Recommendation: get a consortium level OCLC symbol

Circulation Work Group report - Michelle
- Covered in the discussion about the course reserves guide

Discovery UX/ Group report - Aloha
- Covered in previous discussion

ERM/Acquisitions Work Group report - Erin Daniels
- Working on how to deal with the NetLibrary collections - so content can be weeded and dealt with
- Making decisions about how to store licenses
- Added resources to wiki
- Acquisitions survey in the works

Professional Development Work Group report- Peter
- Want to have a series of webinars
- Embedding pd member in each workgroup

Systems Work Group report - Steve Hunt
- Conversation about issues with Ebsco metadata - is it time to start moving away from aggregators?

Next steps
- Next meeting Nov. 1 - online meeting - may have an email update in lieu of this meeting - tbd
- December meeting Mission Bay - December 6, 2019.
- Action: Donna Reed will clean up minutes and get them posted.