

Library Services Platform Governance Committee Meeting

Date: 4/3/2020

Location: Online

Attending: Doug Achterman (co-chair), Michelle Ohnstad (co-chair), Amy Beadle, Leslie Tirapelle, Dan Crump, John Taylor, Melissa Taylor, Aloha Sargent, Jeff Karlsen, Gary Bird, Norman Buchwald, Lauren McFall, Romelia Salinas, Jessica Hartwigsen, Sara Cassetti, Eve Miller, Monica Doman, Jennifer Coleman, Monika Chavez, Megan Kinney, Erin Daniels, Evelyn Lord, Peter Hepburn, Steve Hunt, Lauren Saslow, Amy Carbonaro, Monica Doman, Jessica Hart, Cara Casetti, Melissa Hilbert, Dina Humble, Brandon Dudley, Erin Daniels, James Wiser, Ian Chan, Romelia Salinas, Melissa Hilbert

Notetaker: Donna Reed

- Welcome and Introductions (Doug Achterman/Michelle Ohnstad)
- Approval of March 6, 2020 Minutes - adopted
- Project Update (Amy Beadle)
 - Now working with ExLibris Support team from Transition Team
 - Process for reporting issues remains the same
 - We have a dedicated Professional Services team member managing open Salesforce Cases for the next three months.
 - ExLibris wants to schedule a webinar to talk about best practices, date tbd
 - Amy B. is checking selected pending cases and escalating as appropriate
 - The transition has been smooth
 - CDI
 - New product, will replace Primo Central
 - Webinar to be scheduled week of 4/20/20
 - Go live date to be recommended - all need to go live together - this is a change - there may be a desire to go live later than originally planned
 - **ACTION:** Let folks know about the webinar and that the timetable has shifted
 - **ACTION:** Ask ERM group to make a recommendation at the next governance meeting
- Potential subscription funding - update (Amy Beadle)
 - Model to split Ex-Libris into College Districts and down to the college level - this will be used if ongoing funding does not happen
 - Used a formula based on ftes * these are not final and have not been shared out widely
 - The League or other entity would manage contract with a 10% contract oversight fee
 - Unknown: how to fund the network manager function - this projection would likely not be adequate to support systems and governance structure support. Note the total number is in the ask that we have put forth at the state level
 - Hopefully this will be paid for at the state level
- Funding Update (Doug Achterman/Gregg Atkins)

- Ask includes money to purchase Leganto, or OCLC statewide subscription, and staffing
- Starting over with the budget process at the state (effective 4/2)
- We have taken every opportunity to advocate about the project and how it is serving the system in time of crisis
- Have a letter going to stakeholder groups in the next couple of days - providing a sample letter for them - we feel that the current situation makes the case for statewide funding more crucial
- Network Zone Update (Jessica Hartwigsen)
- OCLC Reclamation Pilot/Project (Amy Beadle/Doug Achterman)
 - Pilot ongoing with 10 Colleges (Peralta is 4)
 - Instructions and documentation being created
 - Working out details with holdings codes
 - Working on issues as they arise
 - Discussions about systemwide pricing ongoing
 - Meeting with OCLC on weekly basis - they are contacting Colleges that are soon expiring - due to covid, OCLC is accepting verbal confirmation
 - **ACTION:** Send out a message with rationale about this project so people will understand the importance of the work. Jeff C. has some wording already.
- ELUNA/NERS Update (Eve Miller/Lauren Saslow)
 - Primo voting has been extended to April 10 - need everyone to vote
 - Alma round has been postponed until May - final round will be summer
 - ELUNA conference is cancelled * be sure to cancel your hotel - will do free webinar presentations
- Work Group Highlights/Policies (Work Group Leads)
 - Systems - Steve Hunt
 - Created liaison program with other workgroups - went well
 - Data privacy work
 - Circulation - Sara Casetti
 - Creating a list of tasks, concerns, recommendations, issues
 - Thinking of continuity of service delivery in remote mode
 - Cataloging - Monica Doman
 - Updating the cataloging wiki
 - Working on best practices
 - Comment: this is an excellent resource
 - ERM - Norman Buchwald
 - Working on policies, recommendations, procedures based on CSU work
 - Wordsmithing and reworking them and simplifying
 - Have concerns about 7/12 deadline for CDI - recommend that it be delayed
 - **ACTION:** Next meeting of this group is April 23, 2020. Will report a recommendation about CDI the next day.
 - **ACTION:** Will bring a number of other recommendations to the May meeting.

- Discovery/UX - no updates
- Analytics - informal report - Jeff Carlsen
 - Still have 2 projects
 - Guide to setting up usage reports
 - Guide to the IPEDS for next year and moving forward
 - Had recent webinars that were very useful
 - **ACTION:** Ask group if they can do more webinars
- Libraries Respond to the COVID-19 Crisis - Share Experiences - open informal discussion
 - Sacramento City College bought 600 Chromebooks to disseminate to students. Were able to process them within a few hours including import to the system.
 - American River bought 1,000 and had some logistical issues due to shut down
 - Ease of changing due dates remotely was appreciated
 - Santa Rosa redid the digitization request forms to see if students were finding textbooks in Redshelf.
 - During the closure, sign in and we will try to request a textbook title.
 - Some are sending the VPID number for vital source and sending it proactively to instructors
 - Only Rio Hondo is providing access to computer lab - not even faculty
 - Some reports of hot spots being sold out. Staples has an over priced offer for hot spots.
 - Question - how to deliver assets to students
 - Drive up - student provides name and student ID number - contract to sign
 - Can record and add in a later date
 - Students register and are given a time to drive up
 - One college is using UPS \$20 per student
 - Food and laptop distribution at the same time
 - Doing a lot of shipping
 - Some people are picking up their chair
 - Some tutors have been requesting tripods
 - Changed default search profile to be only online materials - Jeff Carlsen
 - Quarantining protocol for returns? Need to think about protocol - 4 day quarantine...
 - Spreadsheet of all reserves and where they can be found online.
 - Thinking about e-cards
 - **ACTION:** set up opportunities for statewide conversations
 - Maybe we should bump up CCL spring workshops to work on this.
 - Provide opportunity for classified staff to participate as well - not faculty only
- Adjourn

Next meetings:

- May 1, 2020 10:00-1:00 online
- June 5, 2020 10:00-1:00 online

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