

# LSP Governance Meeting

June 4, 2020

Attending: Michelle Ohnstad, Doug Achterman, Norman Buchwald, Jeff Karlsen, Gregg Atkins, Amy Carbonaro, Megan Kinney, Eve Miller, Aloha Sargent, Romelia Salinas, Audrey Ho, Melissa Hilbert, Steve Hunt, Monica Doman, Dan Crump, John Taylor, Cheryl Cruse, Lauren Saslow, Jennifer Coleman, Monika Chavez, Evelyn Lord, Erin Daniels, Sara Casetti, Leslie Tirapelle, James Wisner, Donna Reed, Amy Beadle, Gary Bird

Minutes: Donna Reed

- Welcome and Introductions - Doug Achterman
- Old Business
  - Approval of May 1, 2020 Minutes - Michelle Ohnstad
    - Approved unanimously
  - Project Update - Amy Beadle
    - CDI enablement will take place this Sunday - Amy will update
    - Reclamation project - getting close should be a week from today
      - Action: need to ensure that there is clarity at the institution level about what to do post-reclamation - the cataloging group could handle this
      - Action: Amy B. will set up a call about this next week.
    - Still working with OCLC on consortial access - hopefully early next week
    - Still waiting on budget that let us know about the LSP
      - We are looking at worst case scenario with regards to the network zone manager - may need to create a group instead of a position
    - Encouraging folks to close out old Salesforce cases
    - OCLC is hosting webinars for new customers, etc.
  - Ongoing Funding Update - Gregg Atkins
    - Bottom line: we don't know yet.
    - Senate and Assembly have come together on a state budget approval
    - Trying to avoid some of the cuts the governor is proposing - will defer if necessary
    - See proposal that was distributed this week.
    - Possibly in the redistribution - there could be funding for one year. Not sustainable but it would be welcome.
      - Chancellor is still advocating for Calbright which is where some of the funding could come from
    - Feeling more hopeful about funding for LSP but still not sure - hopefully we'll know more by the retreat
    - We have had great advocacy efforts
  - ELUNA/NERS/CAL-RUG Update - Eve Miller/Lauren Saslow

- ELUNA is having a virtual conference this year. Registration is July and is free.
- CAL-RUG - the regional group will also have an online conference - late June. They are looking for volunteers who are interested in attending
- ACTION: Eve and Lauren will send out a message that we can share with our people.
- First round of voting happened - shared findings
  - All of our priorities for enhancements were in the top 50.
  - Good sign of our understanding thus far!!! Congratulations
- Round two voting - looks at top 27 items - ExL is weighting
  - Two proposals on how to use consortial points
    - Evenly distribute our CCC points among the 3 possibilities from round 1
    - Sent back out all 27 that are eligible to the group and revote
    - DECISION: Go with first option
    - Motion put forth by: Jeff/Norman
    - ACTION: Eve will send the spreadsheet out
- Work Group Membership Update - Amy Carbonaro
  - Put out a call out for new members in the beginning of May
  - Had healthy response - increase in staff volunteers
  - Circulation has 14 new members - possibly break into two groups, one with a focus on course reserves - or collaborative projects with other groups
  - Once the list is finalized the faculty on the list will go to ASCCC - approvals would happen around August
  - Thank you to Amy C. for her outstanding work on this
  - ACTION: Continue this discussion at the upcoming retreat
- FTES Based Subscription Cost Allocation - Amy Beadle
  - Last month approved the concept of looking at an FTES model
  - If we do not get ongoing funding, the first year's budget would be half of the subscription cost plus 20% administrative cost for operating expenses (i.e. a director)
  - Suggestion: Bill for the entire year in July
  - Motion: To support allocating costs by ftes plus including 20% administrative cost and 10% discount for multi-college districts acting as single Alma institutions in the event that we lose state funding for the LSP.
    - Decision: Motion carries
    - Motion put forth by: Leslie T./Gregg
  - Action: Present numbers to colleges with various scenarios - 6 mos, 1 year, 1.5 year
  - Motion: Send annual cost estimate to all particip colleges from their 2020/21 budget planning

- Motion put forth by: Evelyn. Gregg
    - Decision: motion carries
  - Workgroup Reports and Policy Recommendations
    - Acquisitions/ ERM Norman B/Erin D
      - Managing E-book Collections - centrally managed for efficiency
        - Should NetLibrary be handled differently? Need more information
        - First read, no vote needed
      - Using Provider-Neutral Records for Database-Level Records
        - First read, no vote needed
      - Using Import Profiles to Load Vendor Brief Bib & Order Records into NZ
        - First read, no vote needed
      - Alma Brief Record Level Configuration
        - Joint policy with Cataloging group
        - Action: This will need to be recorded on both websites
        - Motion: need wording here, I cut out
        - Motion to approve Eve/Jeff K.
        - Motion carried
      - CKB Descriptive Records for Shared Electronic Collections
        - First read, no vote needed
      - Managing Electronic Resources in the Network Zone
        - First read, no vote needed
    - Analytics - Jeff K.
      - Now have a document that is underway about uploading counter usage reports into Alma
      - Will recommend that institutions set up automatic harvesting and then harvest monthly
      - Getting a guide to pulling I-Peds stats
    - Cataloging - Monica D
      - Bound-widths policy
        - Mirrors the Cal State policy
        - Move: Evelyn L./ Erin D
        - Motion carried
      - Added new features to the wiki - asking for guides from other libraries.
      - Have set up a framework for policies - Phase 1
      - Refining - Phase 2 - begins July
      - Monica's last meeting - she has done amazing work
    - Circulation - Sara
      - Working on a list of things to consider as we are preparing to reopen.
      - Looking forward to having some new group members.
      - Sara is interested in having a co-lead
        - ACTION: do this at first meeting after the faculty senate approves the nominations
  - New Business
    - Search Engine Bias Issue - Aloha Sargent

- Have tested some searches and are making recommendations to ExLibris
  - Looking at other ways to increase findability
  - There is a follow up meeting with ExLibris next Thursday
  - This is taken very seriously and ExL is grateful to have a specific example. There is no inherent bias but there are issues that can be addressed.
- Operations Contingency Planning - Amy Beadle
  - Planning for how to operate if we do not get funded.
  - Have broken operations down to individual task level and trying to identify gaps
  - Developing a snapshot of ongoing operations - have prepared documentation
  - Discussion: Getting this tied in to the call to action
  - Suggestion: Clearly delineate the administrative needs.
- Conclusion of Implementation Project - Doug Achterman
  - We are moving out of implementation into on-going operations
  - This project has been significant for the collaboration that it has inspired.
  - Resource sharing is going to increase
  - Professional development has been fruitful across the board
  - New leadership team is inclusive of all classifications of employees
  - Will continue to do work in analytics

Next meetings:

June 29-30, 2020, (Online Annual Retreat)

September 4, 2020 10:00 am - 1:00 pm (Webinar)

October 2, 2020, 10:00 am - 1:00 pm (Webinar)

November 6, 2020, 10:00 am - 1:00 pm (Webinar)

December 4, 2020, 10:00 am - 1:00 pm (Webinar)

February 5, 2021, 10:00 am - 1:00 pm (Webinar)

March 5, 2021, 10:00 am - 1:00 pm (Webinar)

April 2, 2021, 10:00 am - 1:00 pm (Webinar)

May 7, 2021, 10:00 am - 1:00 pm (Webinar)

June 4, 2021, 10:00 am - 1:00 pm (Webinar)