VALE Executive Committee Meeting
April 17, 2012

Middlesex County College

FINAL

Present: J. Avrin, A. Ciliberti, J. Cohn, C. Daze, J. Crocker, M. Gaunt, L. Siecke D. Murray, C. O'Conner, T. Pavlovsky, L. Rodriguez, R. Sweeney, A. Unver

1. **Call to Order / Welcome & Minutes of the March 6, 2012 Meeting**
   Taras Pavlovsky convened the meeting.   Minutes from both the March 6, 2012 Joint Committee Chair/Executive Committee and Executive Committee meetings were approved and will be posted to the VALE website. Judy Avrin will send the final joint meeting minutes to the committee chairs.

2. **Finance Report**
   Anne Ciliberti presented the March activity budget report. Expenditures included payment of the final vendor invoice, reimbursement to LibraryLinkNJ for payment of the VALID logo design, and payment of the Rutgers Busch Campus Center invoice for the Users' Conference. The Non-Salary Account has an ending balance of $53,471and the Reserve Account is unchanged. Salaries and benefits continue to draw down with a $22K balance remaining.

3. **Proposed FY13 Budget**
   The proposed FY13 budget was distributed for review. Avrin noted that last year the cost for the FY11 RDA Toolkit subscriptions was added to the FY11 database total when calculating the service fee for FY12. However, since the RDA renewal will not be invoiced until FY13, the cost is not being added to the FY12 database total when calculating the new fee. After discussion the committee voted to maintain the 3.9% service fee and to present the proposed budget for approval at the June 14, 2012 Members' Council Meeting.

4. **VALID**
   Marianne Gaunt reported that a joint meeting between VOSC and VOIT was held on March 27th which resulted in three important recommendations to the Executive Committee. The first item of business was a discussion of the advisability of joining the Kuali OLE development team. After extensive discussion that included potential membership benefits, the group agreed to recommend that VALE not join Kuali at this time. In response to this recommendation, the Executive Committee voted unanimously to endorse the recommendation that VALE not join Kuali at this time.

   Ciliberti stated that the second major item of business at the joint meeting was a discussion of VOIT's recommendation to lease server support from a cloud-based vendor. Two primary advantages stem from the cloud-based solution over the purchase of physical hardware: local maintenance would not be required and the lease model affords greater flexibility in terms of

expanding or contracting memory and storage space depending upon project needs. Ciliberti reported that all present at the joint committee agreed to recommend that VALE proceed to acquire final, formal quotations for server support from a cloud-based vendor. In response to the recommendation, the Executive Committee voted to approve an expenditure of up to $5,400 (based on preliminary quotations) for server support from a cloud-based vendor to support VOIT's work.

Gaunt and Ciliberti reported on the third recommendation emanating from the joint committee meeting: that VALE develop an RFP to seek consultant services on the development of a sustainability plan for VALID. Issues to be addressed by the consultant would include organizational and governance models, legal issues, risk management concerns, clarification of the relationship between VALID and VALE and recommendations for administrative oversight and staffing levels. In response to the recommendation and after discussion, the Executive Committee voted to approve a budget for this project not to exceed $35,000. The RFP should be drafted and discussed at the June Members' Council meeting followed by review and approval at the June Executive Committee meeting. VOSC will oversee the development of the RFP.

5. **Strategic Planning**
David Murray reported on the planning meeting held with Mary Mallery, Liz Siecke and Joe Toth. After reviewing the history of the Executive Committee and noting that the majority of members often come from the same institutions, they advised examining how membership participates. The larger question is whether committees feel like they are being heard by the Executive Committee. It was noted that Orbis Cascade developed a strategic agenda that now includes a dashboard that shows progress on each initiative. The Executive Committee recommended the group consider the report on the Orbis website and mirror its planning process. Murray will post a call for additional members to work on developing a plan and will aim to have a proposal to present at the June Council meeting. Pavlovsky asked Murray to express the Executive Committee's appreciation to the other members of the ad hoc group.

6. **VALE Database Menu**
Ciliberti distributed a brief questionnaire to assess whether libraries are still using the VALE menu to access VALE databases. Since VALE's inception, Avrin has worked with Dave Hoover to provide an individualized menu for each library. However, most libraries now provide access to their databases through their own library page. Since creating the menus is very time and labor intensive, Avrin will distribute the survey to library directors and menus will be maintained only for those who request them.

7. **Triennial Report**
Luis Rodriguez distributed copies of the draft report. A number of formatting issues and several content clarifications were discussed. Avrin will check Executive Committee member names and terms, Ciliberti will review the Financial Report data, and Rodriguez and Pavlovsky will review formatting issues. Changes will be sent to Paul Glassman with a deadline request of April 30, 2012. Cohn will proofread the final copy and Avrin will obtain quotes from several printers.

8. **NJVid MOU**

   Gaunt advised that it is her understanding the NJVid/VALE Memorandum of Understanding is acceptable. She will email George Laskaris for confirmation. If so, Pavlovsky will send an official copy for his signature.

9. **Digital Media**

   David Murray reported that the outstanding vendor issue has been resolved and no follow-up is required. Brian Richards of Middlesex County College will be the new chair of the Digital Media Committee. Pavlovsky will email Richards to acknowledge his new position, and will also email Jane Hutchison to thank her for her years of service as committee chair.

10. **501(c)3 Update**

    Pavlovsky reported that the small group of members who volunteered at the March meeting to discuss the pros and cons of seeking not-for-profit status met that morning. Present were Anne Ciliberti, Judy Cohn, Jane Crocker, Marianne Gaunt, and Taras Pavlovsky. Colleen Daze was unable to attend.

    After considerable discussion, the group concurred that VALID issues have overshadowed other VALE planning efforts and that while the two are related, they should be considered separately with respect to incorporating and seeking 501(c)3 status. With that clarification in mind, the group recognized that even without VALID, VALE needs to incorporate in order to carry out its business, such as applying for grants and awarding contracts for service. In view of this distinction, Pavlovsky is now prepared to renew his contact with the Presidents' Council and seek its support.

    He also reported that in addition to assisting with the development of new VALE bylaws, Rider attorney, Michael Spicer, also conducted a corporate name search. He found that the VALE acronym is already in use, but several variations of VALE with New Jersey would be acceptable. In response to this report, the Executive Committee approved the plan to go forward seeking support from the Presidents' Council for incorporation and to authorize $100 in funds to reserve the acronym VALENJ for a period of 120 days.

11. **VALE Executive Committee / Nominating Committee**

    Pavlovsky advised that a nominating committee is needed. After discussion, it was decided that he will ask Andrew Scrimgeour to select and lead the committee. Avrin will send Pavlovsky the list of members whose terms are expiring. The slate and ballot need to be sent to Council members two weeks prior to the June 14th meeting.

12. **Executive Committee Meeting Location**

    Pavlovsky reported that Middlesex County College will no longer be able to provide free meeting space for the group. Gaunt has offered to host future meetings at Alexander Library, Rutgers, and all present agreed this was a good solution.

13. **Retirement**

    The committee discussed acknowledging the retirements of David Pinto and Norma Blake at the June Council meeting. Ciliberti and Crocker volunteered to organize the event.

14. Video Conferencing

Ciliberti reported that she conferred with Sheri Prupis at NJEdge about the availability of discounted licensing for Adobe Connect. She found that the cost to VALE would be reasonable and that the license would provides 15 seats, or one per VALE committee. She will follow up with Prupis for additional information.

15. State Librarian

Pavlovsky reported that he and Cheryl O'Connor completed their service on the search committee for a new State Librarian and that recommendations have been sent forward for consideration by Dr. Pruitt at Thomas Edison State College.

16. Committee Updates

- Website Committee –Tony Joachim from William Paterson University and Sharon Whitfield from The College of New Jersey will be the incoming co-chairs. Pavlovsky will send an email to them acknowledging the Executive Committee's approval of their leadership.
- Cohn reported that the State Library is hosting an important meeting, Keeping the Vision While Keeping the Lights On, on May 23, 2012 at the Eatontown Sheraton. This statewide planning effort, developed under the auspices of the State Library's Blue Ribbon Task Force, LibraryLink's Statewide Strategic Planning Committee, NJLA and participating libraries will be an important forum for discussing the future of libraries and she encouraged all to attend.
- Cohn noted that the Electronic Resources Committee sub-group met to discuss developing new metrics for negotiating licensing terms with science database vendors. She also reported that Richard Kearney will be preparing information about possible discounted ebook options for inclusion in the FY13 database renewal packet.
- Murray advised that the Digital Media Committee wants to broaden its charge to include additional wording about licensing digital content in other formats than streaming. The proposed new charge will be distributed and considered at the June meeting.
- Siecke advised the Assessment Committee that it will not be necessary for it to review every survey pertaining to VALID planning. She reported that the Survey Preparation Checklist the committee had developed is already up on the committee webpage. Avrin will send the URL to the Executive Committee for review and action at the June meeting.

17. Next Meeting

The next meeting is scheduled for Thursday, June 14th at Mercer County College following the Members' Council Meeting.

Minutes prepared by: J. Avrin