

VALE Executive Committee Meeting

April 24, 2014

Rutgers University

FINAL

Present: J. Avrin, A. Beth, W. Chickering, M. Chute, A. Ciliberti, J. Cohn, J. Crocker, C. Daze, G. Laskaris, S. Muir, C. O'Connor, T. Pavlovsky, A. Scrimgeour, R. Sweeney, J. Thompson, J. Toth

1. Call to Order / Welcome & Minutes of the March 6, 2014 Meeting

Taras Pavlovsky convened the meeting. Minutes from both the Joint VALE Committee Chair/Executive Committee Meeting and VALE Executive Committee were approved as revised and will be posted to the website. Avrin will send the final minutes from the Joint meeting to the Committee Chairs.

2. Treasurer's Report

Joe Toth presented the March Activity Budget Report. Receivables include \$2,600 in vendor support for the Users' Conference and reimbursement of a duplicate travel payment to Judy Avrin. Expenditures included \$175 for printing the Users' Conference program and \$542 for catering expenses for the March 6th joint meeting. The Reserve Account remains at \$373,825.25 and Salaries continue to spend down to 34.42% of allocation.

3. VALID Project

Anne Ciliberti reported that the RFP for the VALID consultant will be announced in the Star Ledger on April 29th. The deadline for proposals will be September 12, 2014. A public presentation of proposals, if requested by the VALE Partnership Review Committee, will be held on October 24, 2014. Additional major deadlines are:

- June 16, 2014 Final date for Proposer questions
- June 23, 2014 Mandatory Proposer Meeting
- September 12, 2014 Proposal Due Date
- October 24, 2014 Proposer Presentation (if applicable)
- November 5, 2014 Final submissions (if required)

4. VALID Summit

Pavlovsky reported that expenses for the summit exceeded the previously approved amount of \$1,600 by an additional \$105. The committee approved the additional expenditure. Ciliberti distributed a report on the summit prepared by Marianne Gaunt and noted that the day was a resounding success. The purpose of the summit was to assess current progress on the project, understand the status of OLE software development and to re-energize the vision for the transformation of library services and collaboration that VALID will enable.

Attendees included: VOSC and VOIT members, representatives from NJEDge.Net, Directors of the five alpha-implementer libraries, chairs and two additional members from the VALE committees with charges from VOSC and the CIOs from the alpha-implementer institutions.

The speakers were Carlen Ruschoff, AUL for Technical Services, University of Maryland and current member of the OLE Functional Committee and Joe Lucia, Dean of Libraries, Temple University, who was the developer of VuFind, the discovery layer selected for VALID.

Following Ruschoff's presentation, individual committees broke into discussion groups to address questions that had been prepared for them by the VOSC co-chairs. Andrew Scrimgeour noted that the session for administrators was extremely valuable. A recorder at each session will submit a written report to VOSC and a summary report will be presented at the June meeting. It was a very productive work session.

5. VALE/NJEDge Partnership Review Committee

George Laskaris reported that the group met for the first time on March 15th. They reviewed their charge and discussed workflow and specific business services that will be provided. Pending completion of due diligence, preliminary membership dues for VALE are estimated at \$7,500.

6. Proposed FY15 Budget

Copies of three scenarios for a proposed FY15 budget were distributed and Toth noted that there were two issues to be addressed. First, he reminded the committee that it has been our practice to transfer all unspent funds to the Reserve Account at the end of every fiscal year. In preparing the proposed budget for FY15 it was determined that unspent allocations for legal expenses in FY12 and in FY13 (\$10,000 each year) and for the VALID consultant in FY13 (\$35,000) should not have been transferred to the Reserve Account but simply carried over into the new fiscal year. Because these unspent allocations were not rolled over into the new budget, the new budgets were developed to solicit the funds for these expenses again. Thus, over the two-year period, \$55,000 was collected from the members and added to the Reserve Account when the dollars should simply have been reallocated to the current year. In order to correct this error, the group agreed unanimously to make a one-time adjustment and use \$55,000 from the Reserve Account to support the FY15 operations budget.

The second issue brought forward by Toth pertained to support for the VALID server, estimated at \$7,000 for FY15 and he offered three scenarios for consideration: 1) VALE underwrites 100% of the expense; 2) the expense is split 50/50 between VALE and the alpha implementing libraries; or 3) the alpha implementing libraries underwrite 100% of the expense. Following lengthy discussion, the scenario in which VALE funds 100% of the server expense was approved. There was one nay vote and one abstention on this vote.

In summary, the committee approved to recommend to the Members' Council the adoption of an FY15 budget that includes an allocation of \$7,000 for the VALID server and the use of \$55,000 from the Reserve Account. The recommended service fee will be 1.336% of each member library's FY14 database expense.

7. Personnel

Pavlovsky noted that terms of several members of the Executive Committee expire in June, 2014. He surveyed those sitting members in order to ascertain their interest in running for another term. Ciliberti and Sweeney will serve as the nominating committee to recommend candidates for election by the Members' Council at its June meeting.

8. VOSC Co-Chair

Marianne Gaunt has been serving as VOSC Co-Chair and is willing to continue in that capacity as long as someone replaces Ciliberti when she retires. Pavlovsky conferred with both Ciliberti and Gaunt and all agreed that for purposes of continuity Kurt Wagner is the best choice. They also recommended Ann Hoang to assume Wagner's position as VOIT Chair. The committee agreed and Pavlovsky affirmed the appointments.

9. Assessment Committee Project Request

Mark Thompson distributed a Project Request Form submitted by the Assessment and Shared Information Literacy Committees for an Assessment Fair to be held at Rutgers on July 17, 2014. A request for \$535 to cover costs was approved.

10. Database Renewals

Avrin distributed the list of FY15 FTE with a reminder that they are calculated as 100% full-time and 1/3 of part-time fall enrollment from the prior academic year as reported to the State Office of Higher Education. Current academic year enrollment data is not finalized in time for our renewal cycle. Most vendor pricing has been received and the database renewal packet should go out to directors during the week of May 5th.

11. Community College Needs

Thompson distributed a comprehensive report from a Community College (CC) Caucus meeting that was held on March 28th at Middlesex County College. It was a very productive meeting and attendees discussed and identified ways that VALE might support its community college members. There are significant administrative and cultural differences that impact library services in two-year schools and a number of suggestions were included in the report. Lengthy discussion followed and Cheryl O'Connor noted that LibraryLinkNJ has program funding that might be useful in meeting some of these needs. She will meet with Thompson, Amy Beth and Michelle Martin to identify specific action items.

12. Transition to NJEDge

Ciliberti reported that she and Avrin met with George Laskaris and Brian Gately at NJEDge offices in March and provided them with an overview of VALE business procedures. A conference call is scheduled for May 1st to continue discussing the financial transition and Laskaris will have additional information at that time. It was noted that in order to purchase database services from VALE many member libraries must have bid waivers approved by their Boards of Trustees, so timing of the change in fiscal agent from William Paterson University to NJEDge.Net will need to be determined soon.

13. VALE Strategic Plan

Pavlovsky reported that the consultant Laskaris recommended supplied an overview of her services and what she would propose to do for VALE. He shared the information with Toth and Muir and the consensus was that this approach might work very well for VALE. Pavlovsky will contact the consultant to set up a conference call for further discussion and the group will bring a recommendation to the June 12th Executive Committee meeting.

14. VALE Focus Group

Laskaris reported that NJEDge.Net is delaying a focus group with VALE members until after the May 7th CIO meeting. It will be a facilitated planning meeting with the consultant.

15. Essex County EZProxy

Avrin reported that EZProxy has not yet been implemented and that she contacted their OCLC implementation technical representative to provide assistance. She will continue to follow up.

16. NJVid Advisory Committee

Pavlovsky and Laskaris will schedule a call to finalize the committee charge.

17. State Library Update

Colleen Daze announced that a memorandum of understanding was signed with the Battleship New Jersey Museum and Foundation which allows the State Library to maintain a database of oral histories by sailors who served on the ship. The State Library will preserve the oral histories and provide public access to researchers. The State Library Information Center will have a poster session at the NJLA Conference about its Raspberry Pi Club, part of the library's Lunchtime Learning classes. Raspberry Pi is a credit card sized single-board computer developed in the UK by the Raspberry Pi Foundation with the intention of promoting the teaching of basic computer science in schools. Longtime staff member Edith Beckett just earned her PhD at Rutgers and Teri Taylor, US Documents Collections Supervisor has been appointed to the Federal Depository Library Council.

Mary Chute reported that due to a combination of funding cuts, there will be an additional cut of \$320,000 to statewide database funding. The Statewide Database Advisory Committee, comprised of librarians from all sectors, held an emergency meeting on April 17th to make recommendations. Makerspace ribbon cuttings have taken place at Atlantic City Public and Mount Laurel libraries and the response has been overwhelmingly positive. Chute distributed handouts on budget priorities that are being used for legislative advocacy.

18. LibraryLinkNJ Update

O'Connor announced that the Spring Membership meeting is scheduled on May 22nd via teleconference at Rutgers, Rowan and William Paterson. A change to the Bylaws at the fall meeting provides an option for voting representatives to run by petition for the Executive Board. The delivery service task force is working on an RFP for the June meeting. She reminded everyone to make sure their staff is sending in their delivery usage statistics.

19. Committee Updates

- **Electronic Resources Committee** – Judy Cohn reported that a subgroup of the committee met with two ebook providers earlier in the week and will be recommending an initial ebook offer to begin in FY15. More information will be provided.
- **Users' Conference Planning Committee** – Daze reported the committee is planning to meet in June.

20. The next meeting is scheduled for Thursday, June 12, 2014 at Rutgers University following the Members' Council meeting.

Minutes prepared by J. Avrin