1. **Call to Order**
The Meeting was called to order at 10:02am, by James E. Duggan, Chair

*In Attendance:*  
Joanie Chavis  Abbie Landry  
John Conover  Tim Stamm  
James Dugan  Sara Zimmerman  
Wendy Johnson  Gina Costello (proxy for Stanley Wilder)  
Debbie Johnson-Houston  

2. **Adoption of Agenda of the Meeting of May 6, 2014**
The agenda was reviewed and approved as circulated.  
*[Motion: Abbie Landry; Second: John Conover; Carried, Unanimously]*.

3. **Approval of Minutes of the March 20, 2015, LALINC Membership Meeting**
a) The Minutes were reviewed and approved as circulated.  
*[Motion: Abbie Landry; Second: John Conover; Carried, Unanimously]*.  

b) A Quorum was confirmed by Tim Stamm, Secretary

4. **LOUIS Update**
Sara Zimmerman provided the following LOUIS updates:

a) **Sirsi Integration Migration Taskforce Recommendation:**  
Ms. Zimmerman noted that the SIMTF recommendation had been distributed and approved by the membership at the March 2015 meeting. In summary, the decision is to move to a cloud-based SaaS (Software as a Service) hosting with SirsiDynix, as there really appears to be no downside or additional costs associated with this move. John Conover asked if there was currently a line item in the LOUIS budget for hardware maintenance, and, if so, could those funds now be reallocated elsewhere. Ms. Zimmerman responded that there really is no line item associated with maintenance; however, funds at approximately 10 percent are kept in reserve. The LOUIS budget is based on the $750,000.00 contribution from the Regents. James Duggan asked if these funds were not received what would happen. General discussion followed, and it was noted that in the case of a major loss of funding from the Regents, the membership would review and recommend a course of action.  
LOUIS staff are currently reviewing customization in the current environment to ensure that this same customization can be accommodated with the move to the cloud. Debbie Johnson-Houston asked if the move included the hardware and
software, and Sara Zimmerman responded that at this time the move to the cloud is for the hardware (servers) storing/housing the information for all participating consortium libraries. In the current environment, all libraries are “tied” together, but as a result of a move to the Cloud, sites are not connected, so each can participate in upgrades, maintenance, etc. at times most convenient to the individual library (and institution schedule) without impacting or delaying other sites. James Duggan asked a question about backups and disaster recovery. Sara Zimmerman responded that currently we have four instances, but will be moving to two instances; however, we must convert to Unicode, and this conversion will allow Consortium libraries to use an analytics tool that cannot be used in our current AIX environment. The LOUIS team reviewed work assignments, and notes that approximately 20 percent of work time is devoted to maintaining local hosting. LOUIS currently manages four environments and will add two during migration. During the migration there will be six environments with up to 34 instances in each environment. LOUIS Staff will be very busy with maintaining current needs and working through the migration. Projects and adding new sites will be postponed until the environments are in place and manageable. LOUIS will have only two environments to manage after the migration, but will leave the four locally hosted in place until July 2016. The move to the cloud will eventually reduce the number of environments that the LOUIS team currently monitors and manages; the time currently spent with these activities will be reallocated to focus on other ways to support the membership.

Debbie Johnson Houston asked for a timeline regarding the migration to the Cloud, and Ms. Zimmerman responded a targeted start date is June 1, 2015, with a targeted completion date for all Consortium libraries is December 31, 2015. Currently, testing and review of results is underway. Two test sites, Louisiana State University and A&M College and River Parishes Community College were created and tested extensively to determine functionality and response time. Wendy Johnson noted that response time generally seemed fine, but noted a slight delay (c.a., ten seconds) with major bib-loads.

b) Statistics Task Force
The Statistics Task Force has completed its charge and a final report is expected to be presented, Friday, May 8, 2015.

c) Credo Assessment Report – Distributed with LOUIS Responses
James Duggan requested this item be deferred for discussion until later in the Agenda.

d) Surveys – on training, sharing sessions, virtual and face-to-face
   i. Symphony Survey (Completed)
      1. Continue with North/South Face-to-Face Sharing Sessions
2. Add topic specific Learning with LOUIS sessions
3. LUC – reinstitute Sharing Sessions
   Sharing Sessions were replaced with “unconference” sessions at LUC, and the results of the survey indicate that the Sharing Sessions should replace “unconference” sessions in the future
   - ILLiad Survey – In Progress
   - EBSCO Survey – In Progress

e) LOUIS advertised position
   - Analyst 1, or 2, or 3 (position classification depends on years of experience). The position is an unclassified professional position.
   - John Guillory has postponed his retirement date, but will retire at the end of July 2015, at which point his open position will be advertised.

f) Regents $45K Grant E-books/E-textbooks
   - Waiting on release of funds
   - To date, six sites have indicated interest
   - New ICOLC list dedicated to e-books
     Debbie Johnson-Houston asked what is the intent of the e-book/e-textbook project, and why was funding dedicated to this initiative. Sara Zimmerman responded that the Regents are looking at ways to reduce the cost of attending College; so, to save students money is the goal. The idea of this project is a pilot, so sites may calculate a savings to the students when an e-book is adopted for classroom use as a required course text and the e-book is either already in the library’s collection or acquired for the purpose of use as a course text resource. The LCTC System is also looking at the viability of using e-book resources for course texts, with the goal to help make the cost associated with attending college more affordable. A simple report will be required to show the resources used and how this saved students enrolled in the course/courses money.

g) LALINC Retreat
   James Duggan requested this item be deferred for discussion until later in the Agenda.

h) Electronic Resources Renewals
   - Attempting to keep these at or below three percent for the FY: 2017 budget
     Interest in LibAnalytics, Sirsi Analytics, and Usage Consolidation and how these may work together, or which product(s) will best meet the needs of the membership. Perhaps a taskforce can look at this issue. A new mini-
II. Stamm, the Chair of the Assessment Task Force, reminded the Executive Board that the Assessment Taskforce was moved to Inactive status by unanimous consent of the Membership at the March 2015 meeting. The Assessment Taskforce was in the process of creating a survey instrument; however, much of this work was repetitive of the Business Plan Survey and the survey created and conducted by Credo. The Membership did not want to over-survey member libraries with the same (or essentially similar) survey questions. Sara Zimmerman reported on the results of the survey conducted by Credo. In addition to designing and conducting the survey, Credo analyzed the results and provided a narrative and list of recommendations for future improvement. Ms. Zimmerman reviewed how the LOUIS team is already addressing some issues uncovered in the survey. General discussion followed, with an action item for the Executive Board to review the survey results, recommendation, and LOUIS team follow-up, and to share results of the Survey with the membership.

General discussion followed regarding some type of formal acknowledgement of appreciation for those who have served as members of a taskforce. Unanimous consensus of the Executive Board was to draft formal letters to taskforce members, signed by the Chair of the LALINC Board for recognition of work.
6. LALINC Retreat

General Discussion regarding a LALINC retreat resulted in the identification of dates: June 9 – June 10, 2015, and locations: Parc England Hotel and Conference Center (Rapides Parish Learning Center), Alexandria, Louisiana. The purpose of the retreat will be to assist in defining/redefining the role, purpose, and scope of LALINC: what differentiates it from LOUIS; or, is this distinction important and/or relevant? What issues, directions, and collaborative themes can be initiated for future discussion/development? Abbie Landry, Tim Stamm, and James Duggan discussed the terms of offices of Board Chairs, and how this overlapping structure (i.e., chair-elect for one year, chair the following year, and immediate past chair the following) allows for continuity of Board leadership and should provide for both a seamless transition of leadership and the ability to identify, develop, and analyze issues. Discussion identified several broad topics, including: role of LALINC: changes/improvements that can be drafted as proposals for voting/action at the Fall 2015 Membership meeting; the changing roles of academic libraries: standards, position statements, recommendations, etc.; trending issues (“hot button” topics): virtual libraries, collection development, merging expectations of resource acquisition and purpose, need for an “official voice” within Management System Boards and the Board of Regents. Unanimous consent of the Board supported having an open-retreat, available to all Deans/Directors in the Membership, as opposed to a Board retreat only. Gina Costello asked if an outside facilitator would be used, and provided a recommendation for consideration. General consensus was that for this type of retreat, an outside facilitator would not be desirable, and facilitation/guidance should come from within the group. James Duggan asked about creating a formal agenda of topics for the retreat; after discussion, agreement was reached not to have a formal agenda, but rather to have a broad list of topics for discussion. Logistical planning resulted in the following: a daylong meeting June 9th with lunch and (possibly) dinner provided (breakfast is complimentary at the Parc England Hotel); a wrap-up/action listing for as long as necessary the second day, June 10th. Overnight accommodations provided for those who preregister in response to notice/e-mail invitation.

{Action items: Sara Zimmerman will reserve rooms, meeting space, and plan meals; James Duggan, Abbie Landry, Tim Stamm will discuss an e-mail invitation; James Duggan will distribute e-mail invite to Deans/Directors listserv with an automated registration form/interest list link attached.}
7. **Orientation for New Officers and Members**

James Duggan provided a comprehensive overview of duties/responsibilities to Abbie Landry as incoming Chair, and to Joanie Chavis as incoming Secretary/Treasurer. Included in the overview were: annual review of the Strategic plan; review/discussion/nomination of the Business Plan; annual review of By-Laws; and, a discussion of the term of office for Secretary/Treasurer (currently, this is a one year term; however, had been a two year term in the past: questions arose if these needs to be revisited. General consensus was that the term of office at one year is fine, but can be reviewed over the next year). Abbie Landry asked if all this information was captured, and James Duggan and Wendy Johnson replied that it is all in the By-Laws. Ms. Landry will review the By-Laws and will extract the relevant information for future reference.

8. **LALINC Board Composition**

Discussion centered on the fact that the LALINC Board is in need of individuals who will participate, ask questions, and assist in the development of direction for the Consortium to adopt for success in the future. A Board position for the Louisiana State University and A&M College as a permanent position has existed. Tim Stamm indicated that there have been a few questions as to why this position exists: historically, the LSU Dean was included on the Board since the LOUIS Team are physically located at LSU-BR; and, as the initial focus of LALINC and LOUIS was automation. Discussion centered on the need/desire for this position to remain, and an alternative if it were not reserved for the LSU Dean. Some suggestions included creation of another “at-large” position in its place; re-organization to a “system” position with addition of other “system” positions (i.e., Louisiana Community and Technical College System; Southern University System; Louisiana State University System; University of Louisiana System; private/independent Library representation); however, general consensus of the Board was that the composition should remain as is, and no changes for presentation to the Membership and subsequent vote were suggested.

9. **Videoconferencing Option for Membership Meetings**

Discussion centered on the adoption of videoconferencing services to complement the two yearly Membership meetings (Fall: traditionally location of Board Chair; and Spring: traditionally in Central Louisiana) as travel and funding may provide limitations for some members. One member expressed concern in travel to meetings lasting less than one day. Tim Stamm, Wendy Johnson, and Debbie Johnson-Houston noted that travel is required only two times per year, and this does not seem like an undue burden; however, with staffing limitations and funding challenges, individual Deans/Directors can use the option of assigning a Proxy to attend the meeting and vote on their behalf. John Conover, Tim Stamm, Abbie Landry, Wendy Johnson and Joanie Chavis noted the challenges of videoconferencing with large groups; and Sara Zimmerman noted that there are costs associated with participating in videoconferencing and having access to compatible and reliable equipment. The State Government Documents coordinators have met virtually in the past year, with mixed results. General consensus of the Board was not in favor of adding videoconferencing as an option to personal attendance, especially in light of the
current proxy system availability. However, it was agreed to open this discussion as a topic at the upcoming LALINC retreat.

10. Old Business

a) Strategic Plan
   James Duggan reminded the Board that the Strategic Plan must be reviewed and updated every year.

b) Business Plan
   James Duggan asked for a brief update, or if there was any information regarding the Business Plan. Sara Zimmerman responded with the following highlights: results indicate no competition and recommend a 50/50 split between State Support (funding) and Membership Support (funding).

c) Board of Regents for Louisiana Higher Education: Board Development Presentation
   James Duggan asked about the planned presentation to the Regents at a Board Development session. Sara Zimmerman responded that while there was interest from the Regents, a formal agenda item has not yet been secured. The main goal was to educate the Regents and the Commissioner of Higher Education, Joseph Rallo, about libraries in Louisiana and the LOUIS Consortium. Commissioner Rallo is supportive of libraries and was very interested in the work of the Consortium, so a formalized presentation may not be necessary at this time. General consensus of the Board was that such a presentation would still be a good idea, if possible to secure in the future.

11. New Business

a) Next Year’s Overarching Plan
   James Dugan and Abbie Landry reviewed the plans for 2015-2016:
   
   i. Fall Membership Meeting: Friday, October 2, 2015: One day only at Northwestern State University.

   ii. Executive Board Meetings: One per Quarter

   iii. LALINC Retreat – June, 2015

b) LCTCS Shared Banner System and Library Patron Loads
   Wendy Johnson presented a letter of appreciation on behalf of the LCTC System Deans/Directors to Sara Zimmerman and the LOUIS Team for assisting the Colleges within the LCTC System interface with the LCTC System Office’s Banner Technical Architect and the LOUIS Team to create a uniform, reliable, customizable, and automated patron load. Copies of the letter were distributed
to the LALINC Executive Board, LCTC System President Monty Sullivan, and LSU’s Associate Vice President for Administration and IT/CIO Brian T. Nichols.

c) **Grants Taskforce**
John Conover noted that with Rob Bremmer’s retirement, he assumed the Chair, but the Grants Taskforce is in need of additional active members (having only two active members at present).

12. **Announcements**

   a) James Dugan asked the Executive Board to recognize outgoing Board member, Debbie Johnson-Houston, and all expressed their thanks for her excellent service and commitment to the Board, Membership, and Consortium.

   b) Reminder: LUC (LOUIS Users Conference) will be held October 7-October 8, 2015, at Pennington Biomedical Research Center (Baton Rouge), and the keynote speaker Thursday will be Commissioner of Higher Education, Joseph Rallo.

13. **Adjournment**
With Unanimous Consent of the Board, the Meeting was adjourned at 1:36p.m.

   [Motion: Debbie Johnson-Houston; Second: John Conover; Carried, Unanimously]