1. **Call to Order**
   The Meeting was called to order at 10:11am, by Wendy Johnson, Chair

   **In Attendance:** James Dugan, Don Smith, Wendy Johnson, Elaine Smyth, Debbie Johnson-Houston, Tim Stamm, Abbie Landry, Sara Zimmerman, Gerald Patout

   **Absent:** Bonnie Hines

2. **Approval of Minutes of the Executive Board Meeting of November 22, 2013**
   a) The Minutes were reviewed and approved as circulated. *Motion: James Dugan; Second: Abbie Landry; Carried, Unanimously*.

   b) A discussion regarding the approval of the minutes of Meeting of the Executive Board in a manner that would allow circulation to the Membership commenced. The discussion was initiated via e-mail, and the following proposal met with general consensus of the Executive Board: the minutes of Quarterly Executive Board meetings will be drafted and circulated to the Executive Board for review and approval via e-mail. Once approved via e-mail, the final minutes document, to include any/all linked attachments, will be posted to the LOUIS website, and an e-mail message with minutes attached will be forwarded to the Deans/Directors e-mail list. This process will enable the general membership to view minutes soon after the meeting occurs, as opposed to after the next regularly scheduled Quarterly Meeting of the Executive Board.

   **Action Item(s):** Draft Minutes for e-mail review; Chair distribute to Deans/Directors List; Post on LOUIS website.

3. **Adoption of June 4, 2014 Meeting Agenda**
   The June 4, 2014 Meeting Agenda was approved as presented (see attachment). *Motion: James Dugan; Second: Elaine Smyth; Carried, Unanimously*.

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

   a) **Board of Regents for Louisiana Higher Education Funding**
      i. Membership Fees: as of June 4, 2014, the Board of Regents for Louisiana Higher Education is committed to providing the $500,000 support for the
Consortium. This amount will be applied to membership fees, and is reflected on the Fee table estimates as circulated in October 2013. There is a possibility that an additional amount, approximately $250,000-$300,000, funding will be provided. If so, this amount will also be applied to Membership Fees for 2014-2015. Debbie Johnson-Houston asked for an overview of the timeline for notification of fee payments for the following Fiscal Year. In general, the estimated amounts for the next Fiscal Year will be distributed in October, and should not increase; however, may decrease depending on additional funding. The October estimate will be based on the $500,000 Board of Regents contribution. James Dugan raised the question of what would occur if the Regents contribution was not available for a future year. General consensus was that the Executive Board would reconvene to discuss best alternatives to address cost increases for membership in such an occurrence. Providing estimates later than October may allow for a more accurate total, and discussion centered on delaying or remaining with the October date. Wendy Johnson noted that the Membership would most likely prefer having this information as soon as possible for individual campus planning/advocacy. Consensus of the Board was to continue following the established timeline: estimated Member Fees for the following fiscal year will be provided in October; actual Member Fees provided on Invoice to be sent in June, and dated July 1. Members have three (3) months to submit payment. Elaine Smyth confirmed the due date, as published in the By-Laws, as September 15.

Action Item(s): Sara Zimmerman will confirm once the actual amount of the Regents 2014-2015 contribution is finalized, and will distribute 2014-2015 Invoices to member institutions sometime in June.

b) **Louisiana Digital Library (LDL)**

The Deans/Directors directly involved in the LDL met and determined the following plan for 2014-2015: LOUIS Central Staff will handle the administrative functions of the LDL, to include contracts, billing, etc. for 2014-2015. The group listed out the duties/responsibilities to accomplish this. Elaine Smyth indicated that the LDL drafted a set of by-laws for the Louisiana Digital Consortium, a group that will serve as the parent organization for the Louisiana Digital Library. The goal is to minimize the amount of time and burden on the LOUIS staff. Assessment/Evaluation over the upcoming year will occur, to aid in determination of leaving administrative functions with LOUIS or using some alternative method. The Louisiana Digital Consortium will also work to articulate the identity/role of the LDL. Sara Zimmerman indicated that LOUIS remaining as the fiscal agent for the LDL works well, and there are precedents for such an arrangement. James Dugan reported that LDL becoming a self-maintain/self-funded agency is the ultimate goal. The final outcome, as a result of assessment,
may or may not involve LOUIS remaining as fiscal agent for LDL. He also raised the question of how this relationship will impact LOUIS, and Ms. Zimmerman reported the impact will be minimal.

c) Business Plan
LOUIS staff posted a question to the International Coalition of Library Consortia (ICOLC) regarding professional agencies available to provide assistance/consulting services regarding the formulation of a formal business plan. One estimate has been received; however, the decision to request others was reached for the following reasons: 1) may be less costly for the services provided and the final product received; 2) may find a company/agency in possession of more knowledge of library science/library organizations and contemporary needs, resulting in a better or more valuable final product. Unanimous support of the decision to request additional proposals was reached by the Executive Board.

Action Item: Sara Zimmerman will solicit additional proposals, and will forward all information to the Executive Board for review, input, and discussion.

d) Scholarly Communication Event at University of Mississippi
A question regarding an upcoming presentation/workshop on Scholarly Communication was posed: would this event be useful for a member of the Board, LOUIS Staff, or Membership? Elaine Smyth reported on the progress of Louisiana State University Agriculture & Mechanical College’s progress with Scholarly Communication, Data Management, and Institutional Repository. Scholarly Communication is focused more on the issues of educational faculty and administration. Consensus of the Executive Board not to send a representative to this event was reached. Ms. Smyth reported on LSU’s work re: Institutional Repository and discussed the partnership between Information Technology, Institutional Research, and Academic Libraries, and reported that discussion is underway about how this can be leveraged as a state-wide effort. Don Smith asked if LSU had made any vendor selections re: Institutional Repositories and/or Data Management, and Ms. Smyth reported no decision has been finalized. Sara Zimmerman suggested that a connection with/reporting to the Board of Regents regarding this issue. James Dugan asked if a state-wide collaboration would adversely impact Regents’ funding of LOUIS initiatives. Ms. Zimmerman referenced the Louisiana Optical Network Initiative (LONI) as a parallel initiative in the state. After brief discussion, general feeling was that a state-wide initiative for Institutional Repository/Data Management would have no negative impact on future funding from Regents. Ms. Zimmerman suggested a presentation on Scholarly Communication, Institutional Repository, and Data Management at the Fall membership meeting. All agreed.
Action Item(s): Add item to Fall Membership meeting agenda (Responsible Person: James Dugan, Chair-Elect).

e) LOUIS Consortium

i. Job Descriptions
LOUIS Central Staff are organizationally located in LSU’s Information Technology Unit, as such, all job descriptions are being reviewed, updated, and revised as necessary, as part of a University-wide project. As such, job duties/responsibilities are undergoing review, and some responsibilities may be reassigned or redistributed. The Executive Board and Membership will be updated of any changes. This review will allow Central Staff to address current/future issues/trends in library science, by possibly realigning staff positions with initiatives to find new and more relevant ways to access and use data. General Consensus of the group was that the Executive Director’s job description should have the following requirement: “must hold a Master’s degree from a program accredited by the American Library Association.”

ii. North and South Symphony Sharing Sessions and ILLiad Sessions
In the future, a revamping of Sharing Sessions may occur, as these have become less productive as membership becomes more comfortable with the software systems. The Site-Visits (LOUIS Central Staff on-site at member libraries) are proving to be more beneficial to both the member library staff and the LOUIS Central Staff. Elaine Smyth asked for a report on the Learning with LOUIS (LwL) sessions: attendance rate, and what feedback has been received. Sara Zimmerman reported these sessions are extremely well-received and well-attended. Wendy Johnson noted that the e-mail announcement subjects are all “Learning With LOUIS,” with no specific topic noted in the subject line. A suggestion to add the specific topic to the “Learning With LOUIS” subject line; all agreed this would be beneficial.

Action Item(s): Sara Zimmerman will develop a protocol for subject lines in LwL e-mail messages, and ensure this is followed in future e-mail communications.

iii. Xavier University live on Symphony
A brief report on the implementation/ “go-live” for Xavier University was presented: this implementation was extremely smooth and was one of the best to date. Our Lady of Holy Cross College is still in planning phase, while there is the possibility two (2) newly created Louisiana Community and Technical College System (LCTCS) institutions may express interest in Symphony implementation. In the near future, there is the possibility of
the establishment/creation of a third new two-year College in the LCTC System.

iv. **Louisiana Community and Technical College System (LCTCS) Patron Files**
A report on the status of a myriad of problems/challenges associated with the creation and uploading of patron files for institutions within the LCTCS as a result of the System-wide Banner implementation was presented. Library representatives from all institutions within the LCTCS have completed meetings with LOUIS Central Staff and LCTC System Information Technology Staff, and are in the final phases of implementing a process to greatly improve efficiency, effectiveness, and reliability of information extracted from the Banner System and used in the Sirsi Patron files.

**Action Item(s):** LCTC System Library Deans/Directors will report on the progress of the new process at upcoming Membership and Executive Board meetings.

v. **EZProxy and sites moving to OCLC, no end-of-life for LOUIS**
Discussion of the EZProxy and recommendation to transition to hosting by OCLC commenced. While LOUIS anticipates no end-of-life for the software currently in use for proxy authentication, no upgrades, patches, or repairs will be available in the future. Currently, a minimum of sites are not using OCLC for EZProxy hosting. Wendy Johnson suggested a LwL topic on the move to OCLC hosting be developed in the future. While the process is not difficult, it can be somewhat challenging to implement; some issues may also be better if standardized across member libraries (e.g., analytic server logs, log files, and recommendations for standard file analytic software).

**Action Item(s):** Sara will add the topic of EZ Proxy Statistics to the work of the Statistics Taskforce, and will contact Wendy Johnson/Victor Sanchez at River Parishes Community College (RPCC) for additional information.

vi. **Library Service Platform (LSP)**

1. **Sirsi Dynix + EBSCO + unknown = our unique USP**
   As discussed earlier (see 4.b.i), in general, the LSP will address our unique needs based on the Cloud, with EDS as the front-end and SirsiDynix as the interface. Keep the database, but find new and more relevant ways to access and use data.
vii. **Other Updates/Information Sharing**

1. State Library is looking at ways to create collaborative efforts between the state libraries and academic libraries as they move away from an Integrated Library System and to a single portal for the state.

2. LSU IT: Lynda.com – can use of this be made more available statewide? Sara Zimmerman posted a question to the Deans/Directors list re: use of Lynda.com at member libraries.

   Action Item(s): Sara Zimmerman will provide a report of the responses garnered from the list question, and possible follow-up with ways to address/increase use of Lynda.com statewide.

viii. **Taskforces**

1. Active Taskforces:
   a. Assessment
   b. Communications
   c. Grants
   d. Statistic
   e. Nursing e-Reference

2. Taskforces with Completed Charges:
   a. Membership Fees
   b. Public Relations
   c. Committee on Committees
   d. Brochure
   e. Bylaws
   f. Strategic Planning
   g. Usage Consolidation

While the majority of work toward original charge of the Membership Fee Taskforce is completed, a report, with vote on recommendation, is required at an upcoming general Membership meeting is required (see 5.b.). As the Strategic Plan has been adopted, the current taskforce has completed the work of its original charge. An on-going assessment of the active Strategic Plan is necessary; however, is not within the scope of the Strategic Planning Taskforce.

A motion to formally discharge the following taskforces as work toward charge has been completed, with appreciation of the Executive Board and General Membership, was presented:
5. **Old Business**

a) **Chabert Medical Library – Request for Affiliate Membership**
   A series of e-mail communication have occurred between Chabert Medical Library, an Ochsner Hospital Medical Library, and the Executive Board regarding a request for Affiliate Membership was discussed. By definition in By-laws, this agency meets requirements for Affiliate Membership status.

   Action Item(s): Wendy Johnshon will draft a communication to Chabert Medical Library stating they may join the LALINC as an Affiliate Member at no cost (note: there is no cost for membership) and attend all Membership meetings, as outlined in the By-laws; however, major vendors will exclude this Medical/Hospital library from discounted rates as negotiated for member academic libraries. Hospital rates for products/services will apply for Chabert Medical Library.

b) **Membership Fee Taskforce – Recommendations**
   Recommendation: Membership will be billed $1,000 base fee, plus a cost per FTE. The General Membership must vote this recommendation at the April Meeting. Motion to accept the recommendation of the Membership Taskforce [Motion: Don Smith; Second: Abbie Landry; Carried, Unanimously]. Membership Fee estimates for 2015-2016 will be presented both ways (current structure and proposed new structure) for informational purposes.

   Action Item(s): Sara Zimmerman will prepare 2015-2016 Membership Fee estimates using both fee structures: the current fee structure and the proposed new fee structure.

c) **LDL Update**
   Discussed earlier (See 4.b.).

d) **Other Old Business**
   No other Old Business was introduced.
6. **New Business**

   a) **Next Year’s Overarching Plan**

      James Dugan reviewed the plans for 2014-2015:

      i. **Fall Membership Meeting: October 3, 2014**: One day only at River Parishes Community College’s (RPCC) new campus and library.

      ii. **Executive Board Meetings: One per Quarter**: September, 2014, planned Virtual Meeting

7. **Announcements**

   a) James Dugan asked the Executive Board to recognize outgoing Board members, and all expressed their thanks for excellent service to the Board, Membership, and Consortium:

      i. **Gerald Patout**
         Member-at-Large, Louisiana State University at Eunice

      ii. **Don Smith**
         Member-at-Large
         University of Louisiana at Monroe

      iii. **Elaine Smyth**
         Member-at-Large
         Louisiana State University and A&M College

         In addition to her service to the Board, Membership, and Consortium, the Executive Board was unanimous in wishing Ms. Smyth well in her retirement from LSU at the end of the current Academic/Fiscal Year.

8. **Adjournment**

   With Unanimous Consent of the Board, the Meeting was adjourned at 12:03p.m.