1. **Call to Order**

   The Meeting was called to order at 10:00am, by James E. Duggan, Tulane Law, Chair

   In Attendance:

   Jamie K. Barrilleaux, LOUIS
   Thomas Bender
   Brenda Brantley
   Rob Bremmer, LLA
   Dianne Brown, State Library
   Cynthia Charles
   Joanie Chavis
   John Conover
   Richard DeFoe
   James E. Duggan
   Rita Franks
   Brenda Brantely (proxy for Alan Gabehart)
   Jeff Griffin
   John Guillery, LOUIS
   John Jensen (proxy for Ruth Hill)
   Wendy Johnson (proxy for Bonnie Hines)
   Cecilia Iwala
   Wendy Johnson
   Eric Johnson
   Debbie Johnson-Houston
   Will Olmstadt (proxy for Dixie Jones)
   Margaret Keller
   Abbie Landry
   Sharon Mader
   Cindi Blascke (proxy for Suzanne Martin)
   Wendy Johnson (proxy for Terry Martin)
   Maggie McCann
   Annie McKinney
   Jane O’Riley
   Gerald Patout
   Emma Perry
   Deb Poole
   Lance Query
   Lynette Ralph
   Diana Schaubhut
   Mary Francis Sherwood
   Debbie Sibley
   Cathy Sicard, LOUIS
   Don Smith
   Tim Stamm
   Marcy Stevens, LOUIS
   Lisa Stigall, LOUIS
   Charles Triche
   Van Viator
   Adam Viator, LOUIS
   Sherri Voebel
   Stanley Wilder
   John Jensen (proxy for Beth Williams)
   Mark Witteman, LOUIS
   Bonnie Bass Wood
   Zehra Zamin, LOUIS
   Sara Zimmerman, LOUIS

2. **Introductions & Welcome**

   Dr. Crystal Lee, Vice Chancellor for Instruction, River Parishes Community College, welcomed the attendees to the River Parishes Community College campus, and thanked the group for the work that Academic libraries undertake for Louisiana’s students.
3. **Adoption of the October 10, 2014 Meeting Agenda**  
   The Agenda was adopted as presented [see attached].  
   *[Motion: Wendy Johnson; Second: Debbie Johnson-Houston; Carried, Unanimously]*.

4. **Approval of the Minutes of the Spring 2014 Membership Meeting and Confirmation of Quorum**  
   a) Tim Stamm, Secretary, confirmed a Quorum was present  
   b) The Minutes of the Spring 2014 Membership Meeting were approved, as posted on the LOUIS website (see link).  
   *[Motion: Don Smith; Second: Gerald Patout; Carried, Unanimously]*.

5. **Remarks of the Chair – James E. Duggan, Tulane Law**  
   James Duggan, Chair, thanked Wendy Johnson from River Parishes Community College for hosting the Spring Membership meeting, as the RPCC location was more conducive to parking than Tulane University in New Orleans would have been. Wendy Johnson, in turn, expressed her thanks to Joannie Chavis from Baton Rouge Community College for hosting last Spring’s Membership meeting, as the new River Parishes Community College was still under construction, and the meeting could not be held at RPCC. (Typically, Fall Membership meetings are held at the Chair’s Library). Mr. Duggan suggested that, in recognition of travel time that the scheduled lunch be a working lunch to facilitate remaining on or ahead of the planned schedule.

   This agenda item was deferred, and is addressed later in the Agenda.

7. **Remarks, President, Louisiana Library Association – Rob Bremer, Nicholls State University**  
   Rob Bremer addressed the assembled group with a report/overview of the activities of the Louisiana Library Association (LLA). Mr. Bremer noted that LLA has been, and continues to be, an excellent partner to/with LALINC. He reminded all in attendance that all Louisiana Libraries and Librarians belong to LLA, and that LLA is available to assist academic libraries to link with other agencies. An example of such collaboration between LLA and academic libraries included the Louisiana State University and A&M College’s School of Library and Information Science, and their quest to demonstrate the vital role an educational program at the state’s flagship University represents to Louisiana. Another example is the LSUA&M and LSU Libraries Career Award. Mr. Bremer encouraged all Colleges/Universities to consider submitting nominations for the various career awards, as offered by LLA. Some possible future collaboration with LLA and LALINC could involve the funding of a collaborative effort to create a true Louisiana Virtual Library. In closing, Mr. Bremer reminded the membership to attend the next LLA meeting. Emma Perry from Southern University and A&M College asked when and where the upcoming LLA meeting will be held. Mr. Bremer provided the following information: the next meeting will be held in March, 2015, and will take place in Shreveport, Louisiana.
8. \textit{(The agenda was reordered for discussion)}

\textbf{Report of the State Library of Louisiana – Dianne Brown}

Dianne Brown, Deputy State Librarian, provided several updates regarding the activities of the State Library.

-For issues with Lanter (Interlibrary Loan Transportation Service), individual libraries and Inter-library loan departments should contact the State Library directly. The State Library is not on the various LALINC listservs, so the best way to make issues/challenges known is to contact the State Library directly.

-Subscription to the Database, Mango, has been discontinued, and replaced with a new database, Pronunciator.

-The state’s public libraries received $1.4 million dollars in State aid for the current fiscal year. This State aid package was received for the first time in four years; however, the State Library of Louisiana’s funding was decreased by $200,000 for the same time period.

-Homework Louisiana is a service available to College/University students as well as K-12 students. A new feature of the service is the Adult Education Center where, via chat, users can receive assistance with job hunting, resume construction, and interview practice. Job Seeking Services are available Sunday through Thursday, from 10:00am to 10:00pm; Homework Assistance Services are available Sunday through Thursday, from 2:00pm to 10:00pm.

-The State’s public libraries remain below the established Maintenance of Effort. The State Library will appeal/request a waiver of this requirement for the upcoming fiscal year.

-The Library Support Staff Certification courses continue to be conducted by the State Library. The Louisiana State Library is the only State Library involved in certification training courses for library support staff. In other states, this type of training is conducted by Community Colleges, Universities, and/or private groups. Currently, three certification courses are available, and these courses are available to Academic Library Support Staff, as well as those Support Staff from other library types. Louisiana currently has the highest number of completers of Support Staff Certification programs.

-The 11th Annual Book Fest will be held Saturday, November 1, 2014, near the State Library. The author party will be held Friday evening, and is available by ticket. Those interested in purchasing tickets may call the State Library. To volunteer, visit LouisianaBookFestival.org to sign-up.

-Sara Zimmerman, Executive Director, LOUIS, noted that this year LOUIS will have a booth at the Book Fest, and all Libraries are welcome to send information, promotional materials, or other items specific to individual libraries for display and/or distribution at the LOUIS booth.

-Ms. Brown indicated that attendance for 2013 was approximately 29,700, and the hope is to surpass that total this year.

9. \textbf{LOUIS Report – LOUIS Team}

Sara Zimmerman provided a general report regarding activities and initiatives of the LOUIS staff. LOUIS team members each provided an overview of a particular area and/or initiative. A copy of the entire presentation is attached for review [Attach PowerPoint].
a) Sara Zimmerman: Administration of Initiatives
Ms. Zimmerman reviewed how the four major initiatives are administered. The four initiatives are: Library Services Platform, Electronic Resources, Interlibrary Loan System, and Digital Library License. All activities of the LOUIS group come from recommendations that originate with the LALINC membership. One major concern is the increase of the membership fees, so the presentation at this meeting was designed to demonstrate how funding is used to support the activities of the Consortium. Detailed information may be reviewed in the PowerPoint, as attached.

b) Cathy Sicard: Library Services Platform (LSP)
Ms. Sicard reviewed a history of the automation activities of the consortium, and provided an overview of some of the future activities and possible directions the future may hold. Detailed information may be reviewed in the PowerPoint, as attached.

c) Mark H. Witteman: ILS Services
Mr. Witteman reviewed the ILS as one portion of the LSP. He discussed some of the projects of the LOUIS team, and reminded the Deans/Directors of the consulting services/information knowledge base, as maintained and managed by the LOUIS team. Detailed information may be reviewed in the PowerPoint, as attached.

d) John Guillory: Symphony Server Backups: Disaster Recovery
Mr. Guillory reviewed some common questions/concerns Library Deans/Directors may have, as related to storage space, saved information, and data backup. Detailed information may be reviewed in the PowerPoint, as attached.

e) Marcy Stevens: Disaster Recovery and Securing Your Data
Ms. Stevens provided an overview of the current Disaster Recovery Plan, the switchovers to the hotsite, and how the Disaster Plan is tested on a regular basis. Detailed information may be reviewed in the PowerPoint, as attached.

f) Lisa Stigall: Advocacy
Ms. Stigall outlined how the LOUIS team acts as advocates for the user base. She reviewed the EBSCO Discovery Service, and discussed some future plans; and, discussed Public Service Assistance, Technical Assistance, and List Monitoring. Detailed information may be reviewed in the PowerPoint, as attached.

g) Zehra ‘ZeeZee’ Zamin: Negotiations
Ms. Zamin reviewed how the LOUIS team negotiates on behalf of Consortia membership for the following: Electronic Resources, Mini-consortia,
Government Documents, ILLiad, CONTENTdm, EZproxy, SirsiDynix, and EBSCO. Detailed information may be reviewed in the PowerPoint, as attached.

h) Adam C. Viator: ILLiad at Your Library
Mr. Viator reviewed the Interlibrary Lending Automation process and provided an overview of the 1,498 percent increase in lending since 2000-2001. He discussed the many benefits of ILLiad and provided some information on the future of ILL and automation solutions, and how the LOUIS team facilitates collaboration via: Bomgar, Site Visits, Site-to-Site interaction, Boot Camp, Sharing Sessions, and Meetings. Detailed information may be reviewed in the PowerPoint, as attached.

i) Jamie K. Barrilleaux: Outreach and Communications
Ms. Barrilleaux reviewed many of the ways the LOUIS team assists with various opportunities to improve outreach and communication on behalf of the membership. Such activities include: Learning with LOUIS sessions, SirsiDynix Mentor sessions, Vendor Trainings, the LOUIS Users Conference (LUC), Community Outreach, Discussion Lists, Social Media, and the LOUIS Lagniappe newsletter. Detailed information may be reviewed in the PowerPoint, as attached.

10. LALINC/LOUIS Strategic Plan Update – Sara Zimmerman, LOUIS
Ms. Zimmerman provided a brief update regarding the LALINC/LOUIS Strategic Plan, noting that a six month update was provided at the last Spring Membership Meeting, and that a full update is posted on the LOUIS website.


a) Mr. Stamm provided an overview of Reciprocal Borrowing for the 2013-2014 Academic Year, noting that at the time of the meeting, four Libraries had not provided lending/borrowing statistics. In general, the number of cards issued by libraries decreased in 2013-2014 from 1,215 in 2012-2013 to 990. Also, the number of LALINC requests for borrowing decreased in 2013-2014 from 1,176 in 2012-2013 to 882. Final totals will be provided once data from all libraries has been received and incorporated into the report.

b) Discussion of a new category/listing for Reciprocal Lending. Currently, five categories exist: 0=does not participate; 1=lends to faculty/staff only; 2=lends to faculty/staff/graduate students only; 3=lends to faculty/staff/graduate students/undergraduate students-restricted; 4=lends to faculty/staff/graduate students/undergraduates. A proposal to add a sixth category, 5=Library Collection consists primarily of Electronic Resources was discussed, as this category will more adequately reflect the current collections of some member libraries [Motion: Wendy Johnson; Second: Don Smith; Carried, Unanimously].
12. Taskforce and Interest Group Reports

a) Assessment Taskforce – Tim Stamm, Delgado Community College
   No written report was provided for this Taskforce Update. Mr. Stamm reviewed
   the work of the Taskforce to date, noting that a slight delay was encountered as
   a result of the resignation of the original chair. An attitudinal survey, planned for
   Fall 2014, has been delayed in light of the work underway by the Business Plan
   Consulting group. The Taskforce will coordinate with the activities of the
   Consultant, and will determine an appropriate role for the Taskforce in the
   future.

b) Committee on Committees – Wendy Johnson, River Parishes Community
   College
   Ms. Johnson reported that the Taskforce model seems to be working well, and
   that Taskforce activities and future topics will continue to be monitored for
   efficiency and/or possible expansion.

c) Electronic Resources Interest Group – Jim Hobbs, Loyola University and Jeanne
   Pavy, University of New Orleans
   No oral report was provided; however, a written report is attached and was
   circulated prior to the meeting.

d) Funding Taskforce – Rob Bremer, Nicholls State University
   Mr. Bremer indicated that while the taskforce is active and interested in
   providing information regarding a variety of potential funding sources, ideas are
   needed from the membership. Deb Poole asked a question regarding what types
   of funding are we as a consortium eligible to pursue. Discussion of ideas of
   funding types, sources, and availability was initiated and will be investigated by
   the Taskforce.

e) Library Technology Interest Group – Natalie Palermo, Louisiana State
   University Law Center and Brian Sherman, Louisiana State University at
   Shreveport
   No oral report was provided; however, a written report is attached and was
   circulated prior to the meeting.

f) Nursing E-Resources Taskforce – Debbie Sibley, Louisiana State University
   Health Sciences Center at New Orleans and Mary Marix, Louisiana State
   University Health Sciences Center at New Orleans
   Ms. Sibley reported on the work of the Taskforce, centered largely on the various
   one-month trials for the evaluation of potential new and/or replacement Nursing
   resources. Ms. Sibley noted that the work of the Taskforce has been productive
   and positive, largely because the members self-selected as participants, and
have a high interest level. Wendy Johnson added that this was one of the main reasons to move from the Committee Structure, where membership was often assigned to standing committees. The Taskforce model allows groups to be formed to address contemporary issues and to draw from those with interest in the topic. Ms. Sibley continued, noting that there will be approximately two more resource trials, and that the group will move to complete their work and meet the stated outcomes defined for the Taskforce.

g) **Statistics Task Force – Alice Daugherty, Louisiana State University and A&M College**
Margaret Keller presented a report for the Taskforce. Ms. Keller noted that the Taskforce group has been active for only three or four months; however, will present a summary of work to date as a panel discussion at the 2014 LUC Conference. Cathy Sicard noted that with the move to Blue Cloud, an analytics module is available to alleviate and standardize some common data gathering and interpretation challenges; however, the analytics module is not supported on the current database. Discussion remains on-going regarding a possible move to an Oracle database, where the Blue Cloud Analytics module would be supported. Ms. Keller requested additional time for the Taskforce to complete its charge, and no opposition was registered from the membership.

h) **Electronic Resource Update – Sara Zimmermann, LOUIS**
Ms. Zimmerman asked the group to review and evaluate an informational packet from Westlaw as a possible replacement for Lexis-Nexis. A goal of any such change would be to reduce costs and/or to provide more content. Debbie Sibley asked to whom comments regarding the information packet should be addressed, and Ms. Zimmerman indicated responses should be made via the Electronic Resources Discussion List.

13. **Louisiana Digital Library Update – Stanley Wilder, Louisiana State University and A&M College**
Mr. Wilder provided an update regarding recent activities of the Louisiana Digital Library initiative. Sixteen institutions participating in the Digital Library met in July 2014, to address future directions, goals, and outcomes for the Digital Library. The group drafted a new set of By-laws and these were approved by the membership. A set of Policies and Procedures will be presented at the Digital Library’s Fall meeting, and an Executive Board has been selected. The group will begin the development of a Business Plan and will identify and articulate the next steps for the organization. Mr. Wilder will investigate the possibility of Louisiana State University hosting digital content for the Louisiana Digital Library.
14. Discussion

a) Membership Fees
Sara Zimmerman reminded the membership that the estimated fees for Fiscal Year 2016 have been disseminated for review. The 2016 estimated fees are based on a $750,000 contribution by the Board of Regents for Louisiana Higher Education. Additionally, Fiscal Year 2015 was the last year of the Community College offset, so for Fiscal Year 2016, Community/Technical Colleges can expect an increase. In general, membership fees will increase 3 percent for Fiscal Year 2016. While all are concerned with the increase in membership fees, the Executive Board of LALINC met with Barbara Goodson, the Deputy Commissioner for Finance and Administration of the Board of Regents to discuss concerns of the LALINC Membership and ways to become more relevant to the Regents (e.g., similar to LONI, the Louisiana Optical Network Initiative). While Ms. Goodson could not attend the meeting, Terrence Ginn, Associate Commissioner for Finance and Administration, and Angela Mastainich, Program and Contract Manager were available for discussion. Mr. Ginn suggested that LALINC/LOUIS provide a formal presentation to an upcoming session of the Board of Regents, Board Development meetings. However, after several attempts to secure a place on the agenda, no confirmation has been received from the Regents’ Finance and Administration staff. Ms. Zimmerman noted that a new Commissioner of Higher Education, Dr. Joseph C. Rallo has been selected, and much will depend on his vision for the Regents.

James Dugan, Chair, thanked the membership for submitting Fiscal Year Membership Fees on, by the September 15th deadline. Though at and near the deadline, payment from a few institutions had not been received. Payments were received on the final deadline, resulting in no loss of service.

Emma Perry asked if an audience or formal meeting will be scheduled with newly appointed Commissioner, Rallo. Ms. Zimmerman responded that the request will be made. She encouraged Deans/Directors to send an e-mail to Dr. Rallo, asking for support of the LALINC/LOUIS project and what it means to the individual site. She also suggested sending the Participation Summary sheet for the individual library as a way to demonstrate the value of the collaboration. Ms. Perry asked that Ms. Zimmerman send an e-mail to the group reminding them of this and providing the Commissioner’s e-mail address and summary notes for e-mail construction. Joanie Chavis indicated that it is also important for individual libraries to contact their respective Management Boards to ensure the Systems are aware and supportive of the project and its mission. Ms. Zimmerman indicated that summary sheets/charts by System are available through the LOUIS office for presentation to the various systems. The important message to all is the success of the Collaboration and its efforts to promote efficiency. Ms. Perry noted that it may be a good idea to share a copy of the letter and/or quote from Dr. Belle Wheelan, President, Commission on Colleges, Southern Association of Colleges and Schools where she references the vital role
the Consortium plays in assisting individual Colleges/Universities in the accreditation process. Ms. Zimmerman agreed that sharing this information would be a nice way to introduce the new Commissioner to the Library community in Louisiana.

b) **LALINC Membership Applications (vote)**

James Duggan introduced four applications for new membership (the applications were circulated with the agenda document). Categories of membership: 1-Full Membership: overview: library/institution reports to the Louisiana Board of Regents or is a member of Louisiana Independent College and Universities, and is accredited by/applying for SACSCOC or COE; the member library shall be represented by the Chief Administrative Officer of the member library, who must hold a Master’s degree in Library Science from an ALA accredited college/university and attend two regular meeting; to join, an applicant must completion and application; and, once approved, will have voting rights. 2-Affiliate Membership: overview: members shall be of other Louisiana Libraries interested in the work of the Consortium who do not report to the Louisiana Board of Regents or are members of Louisiana Independent College and Universities; the affiliate member library shall be represented by the Chief Administrative Officer of the member library, who holds a Master’s degree in Library Science from an ALA accredited college/university and attend two regular meeting; to join, an applicant must complete an application; and, may be added by a two-thirds vote of the members. Affiliate members are non-voting. 3- Liaison Organization Members: overview: include representative organizations, institutions, agencies, and groups which the Consortium believes are important for coordinated policies, standards, and broad operational issues; Liaison members shall be represented by one member of the organization; and, may be added by a two-thirds vote of the members. Liaison members are non-voting.

Mr. Duggan introduced the first application, for Full Membership, from Loyola University Law School Library. The Law School Library is a distinct library from the University’s main library; the University is accredited by SACSCOC, has submitted an Application, and will be represented by a Dean/Director, holding a Master’s in Library Science from an ALA accredited college/university. The Loyola Law School Library will have voting rights as a full member. Motion to approve Loyola University Law School Library’s application for Full Membership. **[Motion: Emma Perry; Second: Richard DeFoe; Carried, Unanimously]**.

Mr. Duggan introduced the second application, for Affiliate Membership, from Tulane University Turchin School of Business Library. The Business Library is a distinct library from the University’s other libraries. Currently, The Turchin Library participates in Interlibrary Loan and Electronic Resources. Affiliate Membership would allow a representative to attend Membership meetings be represented on the ListServ. Richard DeFoe asked the question: “do affiliate
members pay a fee to join?” According the Bylaws, referenced above, no fee is
charged. Sara Zimmerman indicated that fees would only be assessed if the
Affiliate member were interested in services/support provided by the
Consortium. Deb Poole asked: “would affiliate members be eligible to
participate in reciprocal borrowing?” According the Bylaws, Affiliate Members
would be able to use the LALINC Reciprocal Borrowing card. Debbie Sibley asked
for clarity regarding what exactly Affiliate members receive. See Bylaw
reference, above: attendance at membership meetings, LALINC Reciprocal
Borrowing, ListServ, Taskforce membership; however, hold no voting rights.
Debbie Johnson-Houston asked if the Turchin Business Library would qualify for
full-membership. The Library would; however, has only applied for Affiliate
Membership. Motion to approve Tulane University Business School Turchin
Library’s application for Affiliate Membership. [Motion: Richard DeFoe; Second:
Eric Johnson; Carried, Unanimously].

Mr. Dugan introduced the third and fourth applications, for Affiliate
Membership, from Ochsner Health System: Ochsner Medical Library, New
Orleans and Ochsner Health System: Leonard J. Chabert Library, Houma. The
Libraries are not affiliated with any educational system, nor does the parent
organization hold SACCOC or COE accredited status. Each would qualify for
Affiliate membership only. The libraries would not be able to join electronic
resources as provided for all members or join mini-consortia with the same
pricing as other Consortia members, as vendors will identify these Libraries as
Hospital-based, as opposed to Educational Institution-based agencies. As
Affiliate members, they would hold no voting rights. Wendy Johnson shared that
these two Libraries do not seem to be an exact fit for the work of the
Consortium. Lance Query echoed this, asking how their acceptance into the
membership would contribute to and/or benefit the work of the Membership.
Debbie Johnson-Houston cautioned careful consideration, as this action will
impact future Membership application decisions. Deb Poole asked if the two
Libraries were members of the Louisiana Library Association (LLA)? If so, this
would perhaps assist them in contributing to discussions/issues facing all
Libraries in Louisiana. This information, re: both Libraries’ membership in LLA
was not available at the meeting. Sherri Voebel noted that a Medical Library at a
Hospital and a Medical Library at a College/University are not the same. She
presented the analogy of a Law Library at a Law Firm and a Law Library at a
College/University. Approving these current applications may set precedent for
other request, such as, Law Firms wishing their Law Libraries to be considered
for Affiliate Membership. The discussion of the different role/purpose of
Corporate Libraries and Academic Libraries was entertained. Wendy Johnson
brought up Special Libraries, like the Historic New Orleans Collection, and how
these may not meet requirements of the role and purpose of the membership;
however, that does not mean the Consortium is not interested in
collaboration/communication with such Libraries that may be outside the scope
of membership. Sharon Mader echoed this, stating that approval or denial of these applications does not mean that we will not have relationships with other Libraries that are not members; however, these applications do seem to be outside the scope. Ms. Mader suggested that the Application Form may require review and updating, so more specific/detailed information can be included. Mr. Duggan reviewed the three types of membership from the Bylaws, referenced above. Sara Zimmerman noted other state-wide Libraries that were members at one time, to include: State Library of Louisiana and the Law Library of Louisiana. Additional discussion regarding the categories, access, and benefits to the membership occurred. Motion to approve Ochsner Health System: Ochsner Medical Library’s and Ochsner Health System: Leonard J. Chabert Libray’s application for Affiliate Membership. [Motion: Lance Query; Second: Emma Perry; Question Called: Lance Query; Second: Charles Triche; Calling of the Question was approved, unanimously; Original Motion, to approve Ochsner Health System: Ochsner Medical Library’s and Ochsner Health System: Leonard J. Chabert Libray’s application for Affiliate Membership; Defeated, Unanimously].

15. Old Business
   No Old Business was brought before the membership.

16. New Business
   No New Business was brought before the membership.

17. Spring Membership Meeting
   Friday, March 20, 2015, at 9:30am
   Louisiana State University at Alexandria

18. Adjournment
   After several general announcements, the Meeting was adjourned at 1:35pm