LOUIS Executive Board Meeting
July 24, 2018
MINUTES

Call to Order

The meeting was called to order at 10:08 am by Debbie Johnson-Houston.

Roll Call

Present: Sarah Dauterive, Megan Lowe, Debbie Johnson-Houston, Eric Johnson, Katherine Rolfes, Teri Oaks Gallaway (Ex-Officio), Darcy Waguespack (Ex-Officio), Larry Tremblay (Guest), Wendy Johnson (Guest), Margaret Keller (Guest)

Absent: Tim Stamm, Uma Subramanian, and Stanley Wilder

Bylaws Discussion – ED Reporting Structure

The agenda was taken out of order (motion by Eric Johnson, second by Katherine Rolfes) to accommodate the guest Larry Tremblay. Dr. Tremblay, Deputy Commissioner for Planning, Research, and Academic Affairs brought greetings from the new commissioner, Dr. Kim Hunter Reed and thanks the Executive Board for meeting today. He stated that he appreciates the efforts by LOUIS institutions to save money for students through the Affordable Learning Louisiana initiatives. He noted that Teri Oaks Gallaway will be added to an elearning task force in an effort to bring a LOUIS perspective to that group. He stated that he is optimistic about future funding from the legislature. He addressed the changes in reporting structure of LOUIS. Terri Oaks Gallaway will report directly to him rather than Dr. Reed in an effort to reduce the number of direct reports for Dr. Reed. Dr. Tremblay made the suggestion to amend the LOUIS bylaws to say “or his or her designee” to the language that currently says the Executive Director will report directly to the commissioner.

Public Comments

None

Approval of Minutes from May 3, 2018

The minutes were not ready to be reviewed, so the meeting continued until they were ready.

Chair Welcome

Debbie Johnson-Houston, chair, welcomed the Executive Board and Guests. She began by thanking the new Executive Board members for their willingness to serve and mentioned the bylaws for an explanation of the various roles of the different members. She then thanked the outgoing members for their service, specifically noting Wendy Johnson’s many years on the Executive Board.

Approval of Minutes from May 3, 2018

At this time the minutes were received and reviewed. It was noted that the minutes should be changed to reflect where funding for the OER position was coming from. There was a motion to
approve the minutes with this amendment from Eric Johnson and a second from Katherine Rolfes. The minutes were approved by a unanimous vote. Wendy Johnson will update.

**Budget and Finance Report**

Darcy Waguespack reported on the LOUIS budget including end of year funds and LOUIS Reserves. Strategic Planning money and Affordable Learning money had been budgeted for the 17-18 year but were moved to the 18-19 year. A new legal contract was entered into on July 1 with Taylor & Porter, but the contract is still being finalized. Teri explained to new Executive Board members that the Licensing Work Group had compiled principles for the purpose of guiding legal counsel when entering contracts for electronic content.

**Executive Director Reports**

**Update on Strategic Plan**

Teri Oaks Gallaway passed out the completed SWOT Analysis from Rework for review. Phase One, the SWOT Analysis, has been completed and paid for. Phase Two, focus groups, is nearly completed. There are 14 days left to receive findings from Rework. Phase Three, consultation and advice for development of a strategic plan, will be completed in time for the September 14 Town Hall meeting at LUC by the Strategic Plan Work Group.

**OCLC Update**

Following complaints from multiple Deans and Directors regarding their OCLC bill, Teri contacted OCLC to get a proposal for a statewide OCLC deal. Teri stated that if this model is pursued, LOUIS would need to collect additional money (other than membership dues) to pay on behalf of the institutions. The proposal adds everyone to all OCLC services, lowering the cost for some and raising it for others. OCLC bills are due on July 30. Because approving this change requires a 2/3rds vote from the members, Teri says this may not be possible this fiscal year. OCLC is open to speaking with the membership about the proposal. Not included in the proposal is EZProxy services. Teri provided a report showing that LOUIS staff spend a significant amount of time dealing with EZProxy issues despite this not being a supported service. OCLC may be able to support LOUIS in providing EZProxy, so they are looking into the logistics. More information on this is coming. Teri also said they’ve been watching the development of OpenAthens as an EZProxy alternative. It was decided to include this discussion at the Fall Membership meeting with the goal of putting together a Work Group to investigate.

**EOY Area Reports and Annual Report**

Teri has collected individual reports from LOUIS team members which she will compile into a larger Annual Report. The goal is to have it complete by the end of August.

**Racing Commission Selections**

Three EBA programs plus OER Commons were selected. Teri commended Darcy for her work on procurement issues.

**ALL Search Update**
Over 50 candidates applied for the OER position. This was narrowed to 7 applicants for phone interviews. Finalists have been selected and interviews will be set up this week.

Consortia Manager

Internal training is happening right now. This program is web based and will bring transparency to what members are paying for and when renewals happen.

Licensing

Discussed earlier during the Budget and Finance Report.

Bylaws Discussion

Non-payment of Opt-In Resources

Teri requested consideration of an official procedure to deal with loss of money due to non-payment of opt-in resources. This is a recent problem that has come about because of the move to the Board of Regents and a change in due dates for money owed. LOUIS pays for opt-in resources up front and then recoups costs from the institutions that opted-in. If someone doesn’t pay and are cut off in the future, this could impact pricing for others that opted-in. Simply adding it to LOUIS membership dues in the next fiscal year doesn’t solve LOUIS’s problem of losing that money because of how LOUIS membership dues are coded. LOUIS will not get that money back. Suggestions:

- A certified letter sent to administration
- Adding language to bylaws that non-payment may result in the loss of access for a determined amount of time
- Adding bylaws language to the invoice
- Contact people above the library administration

ED Reporting Structure

It was suggested that the bylaws be amended to add “or his or her designee” as suggested by Dr. Tremblay earlier in the meeting. This will be voted on in October.

Cancellation Clause in Annual Member Contract

Debbie suggested we add something in the contract for people that want to cancel. Teri said that this year when the membership fee structure was released she sent a survey requesting institutions notify LOUIS of their intent to renew by June 1. She plans to continue this practice and suggests this be included in the bylaws.

Action Items

SPARC Membership

A request was made that LOUIS investigate joining SPARC. A motion to join SPARC was made by Eric Johnson and seconded by Katherine Rolfes. Discussion was held and decided that LOUIS could continue watching SPARC efforts and decide in the next year or two whether we would join. The motion failed with a unanimous vote.

OTN Membership
This would be a continuation of our current 3 year membership. The cost annually will be $3500. If we discontinue we cannot use their review system for our faculty to contribute to and would lose access to their listserv. A motion was made by Katherine Rolfes to continue membership with the Open Textbook Network. A second was made by Megan Lowe. The motion passed with a unanimous vote.

Other Business

Teri says LOUIS is following this development closely. SirsiDynix is not signing new academic customers so LOUIS feels a change in ILS could be in our near future. Teri proposed allowing Mike Waugh to become a “development partner” with Folio for the purpose of learning the system in and out and make an exit with SirsiDynix easier.

Membership invoices will go out in the next few days.

A guest speaker has been chosen for LUC. Dr. Reed will introduce him.

Next Executive Board meeting was set for September 12, 2018 at 10:00 AM at Pennington.

Adjournment

Adjourned at 2:38 pm.

Fall Membership Meeting Agenda items:

- Licensing principles review
- OCLC Services
- Openathens workgroup
- Bylaws changes (reporting structure, failure to pay for opt-in resources, cancellation clause)