LOUIS Executive Board Meeting
September 12, 2018
MINUTES

Call to Order
The meeting was called to order at 10:03 by Debbie Johnson-Houston.

Roll Call
Present: Debbie Johnson-Houston, Tim Stamm, Sarah Dauterive, Eric Johnson, Megan Lowe, Teri Oaks Gallaway, Darcy Waguespack, Uma Subramanian
Absent: Stanley Wilder, Katherine Rolfes

A motion was made by Eric Johnson to accept the agenda and Megan Lowe seconded.

Public Comments
None

Approval of Minutes from July 24, 2018
Minor changes to the minutes were discussed. Tim Stamm made a motion to accept the minutes with minor revisions and Eric Johnson seconded.

Fall Meeting Agenda
The Fall Membership Meeting Agenda was created with the following items:

- Welcome from a McNeese official (TBD)
- Introduction of the new Board of Regents Commissioner, Kim Hunter Reed. (Teri will touch base with her on scheduling before placing this item in the agenda.)
- Reports:
  - Reciprocal borrowing – Tim Stamm
  - LOUIS updates – LOUIS staff
    - Folio
    - Consortia manager implementation
    - Affordable learning
  - State library (ILL report among other things) – Diane Brown
  - Remote access for “current faculty, staff, or student” (emeritus, retired) – Eric Johnson
- Discussions:
  - Core collection workgroup
  - Licensing principles review
  - ASERL “Mutual Aid” Document
  - Openathens workgroup
  - Reimbursement for travel to Membership Meeting
  - Contact info for people that should receive annual letter from commissioner
  - Thank membership for quick response for dues – Teri
- Presentations
  - OCLC
  - LOUIS Budget
  - OER Commons
- Action Items
  - Strategic Planning – vote to adopt or not adopt
  - Virtual Membership Meeting Attendance – vote to allow or not allow beginning with the Spring Membership Meeting
- Bylaws Updates (reporting structure, failure to pay for opt-in resources, cancellation clause)

At some point in the meeting tables will be introduced by the “table leader” and there will be a gift drawing (gift provided by Debbie Johnson-Houston).

The LOUIS reports will be emailed out with the agenda and discussed only if there are questions. Questions prior to the meeting will be gathered by Megan Lowe and discussed at the meeting.

A discussion was had regarding what options are available for virtual meetings. Uma stated that streamed meetings must be recorded. If a meeting is recorded then that recording is public. It is possible to designate a section of the meeting “proprietary” and stop the streaming temporarily but anyone can unintentionally compromise proprietary information at any time. A conference line would not have to be public and could be made private. Uma confirmed that people could not vote this way. Uma also stated that someone listening on a conference line would be allowed to text someone at the meeting (a proxy, for example). It was decided to discuss this at the Fall meeting with Uma in attendance to answer questions.

**Remote Access to Databases**

A discussion was had about how various institutions were giving remote access to retired faculty and alumni. It was pointed out that because Deans and Directors don’t have access to master agreements that explain what an authorized user is, it is hard to know who should or should not have access. Teri said Consortia Manager will address this. Eric Johnson will report at the membership meeting on what he found when he asked what others around the state do for retired and emeritus faculty.

**Membership 2018-19 Dues Update**

8 sites are currently unpaid, however 4 of those have communicated plans to get a check cut. Teri will make contact with the remaining 4 sites.

**Strategic Plan Review**

At the LUC Town Hall on Friday the strategic plan will be presented along with the sub-goals. Tactics were not done by the consultants. Teri requested a combination of the Executive Board and workgroups help develop, implement, and assess tactics. One tactic Teri is already planning to carry out is spending more time in North Louisiana.

**ALL Report**

A financial report was given to the Board of Regents last Thursday. Teri provided them with a list of things that went unfunded at the end of the last fiscal year and made a request for money. If funded, these are the things Emily Frank will focus on. Dr. Reed was very interested in the OER Commons. The question of how to compensate librarians that assist with this project was discussed.

**ASERL “Mutual Aid” Document**

This document was discussed. It was decided to include it on the fall Membership Meeting Agenda to include the entire Membership. Megan Lowe will head a work group to create similar plan for LOUIS.

**Adjournment**

The meeting adjourned at 12:14 pm following a motion from Megan Lowe and second from Eric Johnson.