Minutes
Florida Center for Library Automation Board
New College of Florida
Jane Bancroft Cook Library, Room 228
Thursday, December 01, 2005  3:30-5:00 pm

Members present:  Jim Corey, Lauren Sapp, Dale Canelas, Richard Madaus, Barry Baker, Derrie Perez, Althea Jenkins, Joan Pelland, Sherry Carrillo, Bill Miller, Kathy Hoeth, Kathy Cohen, Dana Sally, Laurel Crump, recorder

1  Agreement on Agenda with addition of Mission Statement for Digital Archive

2. Minutes of September 2, 2005 - Approved

3. Schedule of next meetings were adjusted as follows, note highlighted changes:
   • March 9-10, 2006 – UNF, Jacksonville
   • June 8-9, 2006 – UWF, Pensacola
   • September 11-12, 2006 – UF, Gainesville
   • December 7-8, 2006 – CCLA, Indian River Community College
   • March 1-2, 2007 – FAU, Boca Raton

4. Report by the FCLA Director
   • Budget was reviewed
   • Backup site for ALEPH
     1. Continuity of Operations Plan (COOP)
     2. Installing failover services at NWRDC
     3. Similar to various campus ERP plans
     4. ALEPH is first; others to follow
     5. Will consider having an out-of-state site for back-up
     6. Want to have in place before next hurricane season
     7. Backup archive server is on order
     8. Will see if state library wants a back up
   • SFX converting to Version 3
   • Metalib – next release before end of month; delays need attention of Ex Libris staff
   • Digital Archive
     1. General problem is confidence about dark archives
     2. RLG/NARA worked on guidelines for having trust for dark archives
     3. Mellon gave CRL a grant to test the RLG/NARA guidelines checklist against JSTOR, the National Library of the Netherlands and one other archive not yet announced
     4. FCLA is running the same checklist against our own archives
     5. The checklist requires an approved Digital Archive mission statement. FCLA has a mission statement, but it has never been approved. Approved by Board with changes: delete last paragraph in Mission Statement and change wording ‘customers’ to ‘affiliates’. Jim will discuss the changes with Priscilla.
6. Succession plan needed as part of NARA requirements in case an archive agency no longer exist. Priscilla will come up with plan by March.
7. FCLA’s Archive – all work was done with IMLS grant and must be evaluated by CSUL; FCLA will email a short survey with 2-3 questions. Need to finish the IMLS final report by end of December.

- ALEPH report
  1. Working with Phase 3 libraries. Preliminary tables must be set up.
  2. Authorities Subcommittee asked FCLA to keep automatic bibliographic updates turned off when loading authority records in ALEPH. Also, loading authorities into NOTIS for its superior reporting capability.
  3. FCLA funds can be used for self-checkout and for SIP software, but software is expensive. Richard reported that self-checkout at Valencia Community College and St. Pete College for version 15.5 is working well. The 3M machines for self-check cost about $30,000 each. SIP II can check out audiovisuals.
  4. Another staff member has been hired to help with Circulation for ALEPH for all SUS libraries.

- Questions and Discussion
  1. Derrie asked about PALMM uploads – perhaps up to 50% are not loaded according to Dale. Jim will find out status.
  2. Dale will find out if UF has stopped accepting paper documents from UNF for scanning per a question from Kathy Cohen.

5. State Librarian, Judi Ring did not attend the meeting

6. Report of the CCLA Director
   - ALEPH ILL did not work as they wanted so they are in communication with ExLibris for a fix.
   - New release of SFX, Metalib 3.3 in January of 2006.
   - 390,000 holdings of ebooks are now loaded into LINCCWeb.
   - Five new LINCC reports service are slowly recapturing all the legacy system reports.
   - Bandwidth into CCLA up 50% to handle the traffic.
   - Changed corporate site domain address to Cclaflorida.org as of January 1.
   - “Ask the Librarian” service is over 2000 sessions per month; 87 institutions in state participating.
   - Richard gave a powerpoint presentation of ExLibris titled Real Paradigm Shifts. October of 2007 for release date.
   - September 2006 conflict for CSUL meeting and International ExLibris Meeting. Dale asked to look for alternative dates for September meeting and the Board agreed to meet one week later on September 11 & 12.

7. Adjourned at 5:00 pm