Minutes
Council of Chief Librarians Virtual Board Meeting
October 14, 2019 (9:00 am – 12:00 noon)

ATTENDANCE - Board Members:

Leslie Tirapelle, Will Breitbach, Gary Ginther, Marlene Forney, Susan Hines, Romelia Salinas, Tina Inzerilla, John Taylor, Van Rider, Nancy Golz, Evelyn Lord, Doug Achterman

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, Brian Greene, James Wiser, Dan Crump, Steve Hunt

ABSENT – Board Members:

Catherine Cox

1.0 Welcome /Housekeeping

The meeting was called to order at 9:00 am.

Motion to approve the board retreat and meeting minutes for July 29-30, 2019. (Nancy, Will)
APPROVED

2.0 CCL Financial Update

Gregg provided a financial update. CCL was able to fund some additional seats for the LSP workshops. The CCL board approved the 2019-20 budget in an online vote.

Membership notices have been mailed. The board briefly discussed the possibility of automating the membership renewal process. At this point, many colleges still need paper invoices. When CCL attempted to email invoices in the past, there were issues with responsible parties not receiving the email. The paper snail-mail method seems to be the most effective.

3.0 Advocacy Subcommittee Report

Library Services Platform (LSP)

General Update
More than 60% of colleges met the October 1 LSP project deadline, but many did not. Some colleges are not meeting deadlines due to IT integrations. It's important for colleges to communicate with the Technology Center so that they can focus on colleges that need support. Amy Beadle sent a readiness survey to all the colleges that is due October 18.

LSP Messaging
Some of the LSP workgroups are starting to develop and share recommendations and helpful links. These will be shared on the LSP Wiki. The Board discussed ways to improve communication to the field about updates to the Wiki. There is also a new process in place regarding notification about

workgroup meeting minutes. The Board discussed additional opportunities to communicate with the field regarding some of the positive outcomes of the LSP. Given the shared environment, there are definitely things that CCL could do that would help everyone (e.g. pre-filled forms for information that applies to all CCC libraries). CCL is dependent on ExLibris communicating in advance before sending requests for information from colleges. Distribution of a brief re-cap of workgroup meetings would be helpful.

ACTION: Doug and Brian will work together to figure out a way to improve updates to the Wiki and ways to notify the field of updates.

ASCCC Fall Plenary Session
There is an opportunity for CCL to sponsor an informational table at the fall plenary session (November 7-8, 2019). The cost would be about $1000. There will be an LSP breakout session (presented by Doug and Amy) that Friday.

ACTION: Leslie will schedule a meeting with Leslie, Gregg, Doug, John, Van and Dan to discuss. After the discussion, the Executive Committee will determine whether or not to proceed with sponsorship.

Accessibility of Library Resources
LACCD (Los Angeles Community College District) is expected to appeal the recent court decision regarding accessibility of electronic resources. With oversight from the CCC Tech Center, ExLibris is working to resolve any outstanding accessibility concerns relating to the LSP product(s).

James noted that the likely solution to ensure libraries are subscribing to compliant databases may be to require vendors to use a third-party vendor to verify ADA-compliance. It is a national issue and affects everyone. In a few weeks, James will be attending the Charleston Library Conference where he will be able to get a better sense of the national conversation.

There is a need for libraries to be aware of best practices for serving disabled students. James suggested that a representative from the Accessibility Center may be able to speak at the D&D meeting.

4.0 Communications Subcommittee Report

Brian reported that several changes were made to the CCL website to improve communications. Brian is preparing an LSP-themed issue of *Outlook* for early December. Deadline for submissions will be November 22.

5.0 CCL-EAR Subcommittee Report

Steve is contacting candidates to fill vacancies. The committee has been discussing privacy, new formats for reviews (in html instead of PDF) and potential *Outlook* articles.

6.0 Leadership & Professional Development Subcommittee Report

Fall Workshops will take place October 17 (North) and October 18 (South). Speakers include Michelle Pilati (ASCCC OERI), Walter Butler (PCC), Amy Brinkley (Folsom Lake College) and Christal Young (USC). Walter will be presenting via Zoom.

Evelyn and Marlene will make paper copies of the agenda: 80 copies for North, 100 copies for South. Gregg will send check-in list to Evelyn and Marlene. Gregg and Leslie will arrange for name tags and chocolates to be onsite.

We should conduct a standard evaluation after the workshop using the registration list.

ACTION: Gregg and Brian will coordinate sending a survey to workshop attendees after the workshops.

Ideas for a spring workshop include: Accreditation. How should the library prepare? What data is needed?

There is a possibility that CCL could sponsor a CCC library cohort to take part in Creative Commons training for 8 weeks. The cohort could follow-up with a commitment to present later.

The Board briefly discussed the leadership scholarships. The deadline for sending out notices for the scholarships is coming soon. The Board wants to continue to offer the leadership scholarships and to broaden the eligibility requirements to encourage a broader pool.

ACTION: Leadership & Professional Development Committee will proceed with the leadership scholarship activity, such that the scholarship winners can be announced at D&D.

7.0 Library Management 101

Leslie is trying to identify a librarian lead and/or instructional designer to work on developing an online Library Management 101 for spring.

8.0 Review Meeting Dates

The Board agreed to change the March 3 board meeting to Friday, February 28 (1-3 pm). It is a virtual meeting.

9.0 Possible Speakers for Deans & Directors Meeting

The Board discussed possible themes and speakers for the D&D meeting. Accessibility, Privacy and LSP (Next Steps, New Possibilities) emerged as possible topics.

The board discussed the following possibilities for speakers:

Speaker from the Accessibility Center – Sean Keegan
LSP – Next steps, new possibilities
Erin Berman – current chair of the ALA Intellectual Freedom Committee's Privacy Subcommittee
Creative Commons representative
James Wiser (Consortium)

Other speaker ideas included:
Sarah Houghton from the California Digital Library

Megan Kinney – Hands-on workshop on privacy.

10.0 Library & Learning Resources Policy Advisory Committee (LLRPAC)

There is a goal to configure the survey in a way that will make it easier to extract the data for analysis. In the future, the survey will be able to incorporate figures from the consortium database purchases.

There is also discussion about how to use the LSP to gather data for efficiency. The Network Zone administrator could issue regular reports.

Appointments to LLRPAC are nearly complete. There is discussion about restructuring the committee with a library co-chair in and a tutoring co-chair. There are important ways that the library and tutoring can collaborate. LLRPAC can provide leadership to support this collaboration.

ACTION: Romelia Salinas will serve as the new CCL representative to LLRPAC.

11.0 Consortium Update

The new procurement system is live. James will get a report of which libraries have logged in to the new site.

12.0 Privacy Position Statement

The Privacy Position task force asked for clarification on the purpose of the privacy statement. Should the statement be focused on practical guidance for librarians or a statement targeted at overzealous administrators who have not considered privacy concerns? However, there is also a need for an outward-facing statement that we can present to vendors. The same statement could be shared with groups like TTAC for potential adoption.

The Board recommends that the task force start with an outward-facing statement, followed by practical guidance for librarians.

The task force will share the new statement language at the January 31 board meeting.

13.0 Adjournment

The meeting adjourned at 12:00 noon.