

**REGENTS ACADEMIC COMMITTEE ON LIBRARIES (RACL)
Executive Committee Meeting Minutes
January 7, 2022**

ATTENDEES:

RACL Exec Committee Members:

Dr. Alan Bernstein, Valdosta State University

Joy Bolt, University of North Georgia

Kathy Davies, Augusta State University

Dr. Julius Fleschner, Georgia Highlands College

Dr. Toby Graham, University of Georgia

Tamatha Lambert, Middle Georgia State University

Dr. Leslie Sharp, Georgia Institute of Technology

Andrea Stanfield, University of West Georgia

Jeff Steely, Georgia State University

Melissa Whitesell, Dalton State College

University System of Georgia/GALILEO/GIL:

Lucy Harrison, Russell Palmer, Joy Woodson, Sean Purcell, Sean Boyle, and Seamus Narron.

Agenda and Minutes

Chair Andrea Stanfield called the meeting to order and Lucy Harrison called roll.

Andrea asked for a motion to approve the minutes of the previous meeting. Leslie Sharp made the motion to approve, and Joy Bolt seconded. Toby Graham made the motion to approve the agenda and Tamatha Lambert seconded. The agenda and minutes were approved.

Member Updates

Leslie Sharp reported Georgia Tech will serve as host for the Association of Research Libraries Leadership Academy. She will send more details regarding a reception. The academy will be held May 10-12. Twenty fellows will participate in the academy.

Kathy Davies reported that Greenblatt library at Augusta State University will begin renovations with new entrance, upgrade to historical archives, better lighting, and more study rooms.

Jeff Steely sent out the annual report from Georgia State. Currently in planning phase for new study commons. This will be a one-year project.

Toby Graham reported that UGA is in beginning planning phase for renovations to the Science library which will be named for Shirley McBay, the first African American to earn a doctorate at UGA. Breaking ground at Wormsloe, GA for research facility on coast.

Melissa Whitesell announced that repairs have been completed after flood damaged the library at Dalton State College in November 2020.

Julius Fleschner reported that the Gen Ed. revision is on hold due to Dr. Tristan Denley leaving the USG system. Dr. Stuart Rayfield, the interim EVC for Academic Affairs, has stated that she thought the system may need to pause and review various initiatives before continuing work in these areas.

GIL/ALMA Updates (Sean Boyle)

- Full GIL/ALMA [Activities report](#) is available on the GALILEO website.
Support>About>Data & Statistics >Activity Report.
- FY22 Goal updates.
 - Explore Alma Cloud App development opportunities
 - Alma Last Copy app updated for Primo VE (request from another consortia)
 - Evaluate different resource sharing models/platforms - AFN, ReShare, etc.
 - Sandbox config is done and testing may begin in spring 2022
 - Improve and standardize processes for patron loading
 - USG Ticket to export all faculty/staff patron file from PeopleSoft (pending)
 - USG ITS folks working on process to transfer file from PeopleSoft to Albany State (student)
 - Hopefully could apply same process to faculty/staff
 - Testing faculty/staff patron load app with Augusta

Primo VE

USG and GT worked with ExLibris on project timeline and kicked off GO VE in the NZ and IZs on 10/18. USG and GT will continue their work on configs, testing, etc.

Current go live: February 21, 2022

Phase 1 (Enablement) is completed. Phase 2 (Authentication) is 80% complete. Phase 3 (configuration) is 99% done. Phase 4 (local testing) will be early to mid-January. At this point, the work is ahead of schedule.

RFP Project Plan

Sean and Lucy provided an update on the RFP team which was formed after the full RACL team voted to move forward with an RFP at their meeting in November 2021.

Tentative timeline:

Planning phase – January – March/April 2022

Posting phase – April-June 2022

Evaluation phase – July –October 2022

Negotiation phase – November 2022- February 2023

Planning Phase (January - March/April 2022)

All involved must sign a confidentiality form. Meetings will be held weekly during this phase and the team will provide with a draft due by the end of February, revisions due by end of March and the approved update provided to RACL/Stakeholders in April 2022.

Deliverables:

- Spreadsheet of questions/requirements with points assigned.
 - Broken down by functional area
 - Identify overall scoring split between cost/technical
 - Assign points to each question
 - Assign percentages to each category/functional area
- Estimated 200 questions/requirements, but USG highly recommends less
- Develop informational narrative to go along with RFT
 - What is GIL, member institutions, size, etc.
 - Provide stats (bib count, physical & electronic holding info, circ. users)
 - Provide pricing requirements

Planning Team

- Keep existing USG GIL RFI committee for planning phase
- Co-Chairs (propose having 2 Library Deans/Directors to chair committee – 1 research and 1 state university?)
- Functional Committee reps:
 - Fulfillment – Mary Poland, University of Georgia
 - Assessment – Lamonica Sandford, Georgia College and State University
 - Acq/ERM – Chris Stotemyer, Clayton State University
 - OPAC – Betsy Fleming, Georgia Highlands College
 - Cataloging – Guy Frost, Valdosta State University
- Other Institutional Experts:
 - Karen Glover and Chris Helms, Georgia Institute of Technology
 - Braegan Abernethy, Georgia State University
 - Tim Daniels, University of North Georgia
 - Simon Hunt, University of Georgia
 - Rod Bustos, Augusta University
- GIL/GALILEO staff:
 - Sean Boyle, GIL Support Manager
 - Sean Purcell, GIL/GALILEO Development Manager
 - Kevin Cottrell, GIL/GALILEO Systems Architect/Manager
 - Russell Palmer, GALILEO Support Manager

Barry Robinson, Directory of Technology UGA/GIL/GALILEO
Lucy Harrison, Executive Director GALILEO

Posting Phase (April – June 2022)

All involved must sign a confidentiality form. The team will be the same as the Planning team. They will meet when the vendor questions are posted, likely sometime in May 2022.

Deliverables:

- Provide written responses to vendor questions – May-ish 2022
- Provide RACL/Stakeholders with approved update – June 2022

Evaluation Phase (July-Oct. 2022)

Evaluation team members must sign Evaluation committee member participation form. All others will need to sign the General Confidentiality form.

Teams:

Evaluation
Observer
General Vendor Demonstration Viewers

Deliverables:

- Review vendor responses – July 2022
- Attend vendor demonstrations – Aug/Sept. 2022
- Survey and consolidate feedback from demonstration observers
- Score worksheet – Sept./Oct. 2022
- Present evaluation results to RACL/Stakeholders – Nov. 2022

Evaluation Team

Members can read and score vendor responses. They must rate all areas (Fulfillment, Cataloging, etc.). They will meet weekly and GIL/GALILEO would like the team to be between 11-13 members.

Observer Team

Other members of existing functional committees, or other stakeholders, can be Observers of the process. These observers can read vendor responses but cannot score them. They can participate in vendor demos but cannot interact directly with vendor. They will submit feedback via survey created by the Evaluation team.

General Vendor Demo Viewers

Putting out an open call for USG librarians/stakeholders, faculty/staff. This group can participate in vendor demos but cannot interact directly with the vendor. They will submit feedback via a survey created by the Evaluation team.

The process will then enter the Negotiation Phase (Nov. 2022-Feb. 2023), and then we expect to make a final decision in Spring 2023.

Lucy will be involved in the planning and posting phase but will recuse herself during the evaluation phase. This is meant to avoid any potential conflicts of interest and to ensure that libraries have the major voice in the evaluation. She will be involved again during the Negotiation phase.

The RFP team can update RACL but must keep discussions at high-level. If RACL members wish to participate more closely, they will need to sign confidentiality agreements.

Planning Team Co-Chair Nominations

To ensure that the RFP process meets the needs of all USG libraries, GIL/GALILEO suggests that two USG library directors serve as Co-Chairs of the RFP. They have some individuals in mind but would like to hear from RACL membership. Prefer a research institution and state university to be represented. Once we have some nominations, we will send out their names to RACL for approval.

Spring RACL Meeting – will be held virtually and possible dates are: April 7, 8, 15. Agenda items will include a presentation of the RFP and the Valdosta MLIS program.

Adjournment

Toby Graham made the motion to adjourn and Tamatha Lambert seconded. The meeting was adjourned at 11:27 am.