

RACL Executive Committee Minutes
August 26, 2016
McDonough Public Library
12:15-1:30 PM

Attendance:

Mark Flynn (Columbus State University), Bede Mitchell (Georgia Southern University), Alan Bernstein (Valdosta State University), Brenda Seago (Augusta University), Michelle Barsom (Bainbridge State College), Elijah Scott (Georgia Highlands College), Jeff Steely (Georgia State University), Jeff Carrico (Georgia Institute of Technology), Lucy Harrison (BOR), Russell Palmer (BOR), Gordon Baker (Clayton State University), Wendy Wilmoth (Georgia Piedmont Technical College), Toby Graham (University of Georgia), Barry Robinson (University of Georgia), Bill Clayton (BOR)

Meeting was called to order at 12:15 PM

Members introduced themselves

Approval of the Minutes:

The meeting minutes for March 18, 2016 and June 18, 2016 were approved.

RACL Strategic Planning: “The Next Slug of Funding” planning document discussion (Lucy Harrison):

Lucy Harrison discussed probable changes in funding commitments for GALILEO in light of the announcement of Chancellor Hank Huckaby's retirement. Mark Flynn suggested that the RACL Executive Committee invite the Vice Chancellor or interim Chancellor to have a discussion about and advocate for funding for GALILEO going forward so that there is no loss of momentum for the program. The example of Affordable Learning Georgia was put forth as a great investment, and GALILEO should be framed as a similar investment as it is tied to Affordable Learning Georgia and under the same umbrella, and GALILEO resources can be used as affordable learning solutions. Lucy noted that Michael Crafton from the University of West Georgia is now her immediate supervisor from the Board of Regents.

Planning for RACL Fall Meeting for November (When, Where, What) – (Mark Flynn):

Possibilities for the time, date, and format of the November RACL meeting were discussed. Previous formats were reviewed. Possible topics included functional decision making about Alma (Mitchell), A status update on Alma progress (Barry Robinson), with discussion of policy recommendations, network zones, and other high level policies, working through the recommendations of the Carl Vinson Institute's report (Harrison), GIL Allocation Models (Harrison). It was decided that a general call for suggestions will also be made in order to further form the meeting agenda, format, date, and time.

Next Gen System:

- **ALMA Implementation Update (Barry Robinson, Bill Clayton)**
- **Planning ahead: Setting monthly day & time for possible RACL ALMA Implementation Update (Barry Robinson, Bill Clayton)**

Barry Robinson, Next Generation Project Director, provided a high level update on the Alma implementation project. He noted that there are “pockets of issues” as always with a large project, and they are being addressed. Barry noted that it at this point it is a good opportunity to discuss moving from the vanguard phase into the institutional test phase. The 3 vanguard institutions (UGA, Valdosta, Georgia Southern) have now gone through most of the process--migration, pre-migration data clean up, and

submitting configuration instructions for Alma and Primo to Ex Libris. The vanguards presented about their findings at the GUGM meeting in June. In general, they were extremely busy with going through the process, and also with helping other institutions. Their early efforts have saved other institutions a lot of time by helping them to avoid pitfalls. In October, Alma test environments will go live. During this period, configurations can continually change. At the end of the test period and before the go live date in May 2017, a final migration can happen, ensuring that the freshest possible data is in the system at that point.

Workflow training, similar to that conducted for vanguards in June 2016, will be conducted for others. This training is likely to be live online, which is not ideal, however, it presents the best opportunity for people to attend across functional areas.

Bill Clayton, reviewed his work with the functional teams, especially the cataloging team. They have a challenging set of tasks ahead, including authority control. The cataloging team is exploring decisions that need to be made. Clayton noted that libraries are not yet looking to reorganize based on the transition, but that they are presently focused on the implementation. The idea is starting to reverberate, and those reorganizations will likely come after implementation. Clayton pointed to the opportunities for technical services to become more efficient with the consolidation of tools for print and electronic collection management in Alma.

Questions for Clayton and Robinson came from Jeff Steely from Georgia State University asked if library directors could receive a monthly executive summary/update about what is happening with the implementation. Robinson agreed that the report included for this RACL update could be modified to provide this information to directors monthly. Robinson pointed out that there are opportunities for workflow changes, and that a director level view will help with big picture/system level thinking. It was suggested that library directors will be involved with opening the minds of staff to reconfiguration and reorganization. Robinson and Clayton concluded with the following ideas:

- Revisit the initial recommendations that Ex Libris provided back in 2015, reminding the director and workgroup levels what can be accomplished
- Learn more about best practices from Orbis Cascade or Wisconsin
- Bring one or two successful implementers into the RACL group to discuss
- The team will be bringing forward more ideas (MARCIVE) etc., very soon
- GUGM Communities become involved with discussing best practices

Proposal for Action: Revised Charges to ALMA Implementation (Lucy Harrison):

Harrison re-introduced the charges that were agreed to from the minutes of the June 2015 RACL meeting. The charges were rooted in the idea that everyone wanted to embrace collaboration and improve library services. There is now an opportunity to remind the committees of what the goals were at the inception of the project, the transformative nature of the project, and the types of recommendations these workgroups should be making. The revised charges are summarized below:

RACL should provide an updated charge to each functional team, asking them to refocus on the guiding principles for collaboration as approved by RACL on June 23, 2015. This includes statewide best practices/standards for data and workflows, to ensure that we are implementing the most effective next-gen functionality within Alma. The expectation from RACL is that this will be an iterative process, with recommendations emerging and being refined even after libraries are live on Alma. The functional teams are expected to think big, think different, and think statewide. They are encouraged to consider radical, outside-the-box solutions, and to propose statewide best practices that benefit the USG library system as

a whole even if they may significantly impact local workflows.

Specific actions include:

- *Ex Libris provides updated overview of Alma collaborative workflows (to functional teams and RACL)*
- *Functional teams consider new collaborative workflows that take advantage of Alma functionality.*
- *Assume that the default should be to “Do things once. Do things the same way. Do things together.” (See Orbis Cascade)*
- *Set aside time at each functional team meeting to ask what recommendations could be made for statewide data standards and workflows. For each area of focus, ask:*
 - *Can we do this better/differently in Alma than in Voyager?*
 - *Can we do it once?*
 - *Can we do it the same way?*
 - *Can we do it together?*

Document and send to RACL recommendations for statewide standards (and areas where there will be no statewide standard).

While we hope all members of a functional team will agree on the recommendations, teams are encouraged to propose several options for discussion by RACL if there is not consensus.

GALILEO/GIL will provide staff assistance (Bill Clayton) to facilitate these discussions and document the recommendations of the functional teams. The workgroups are encouraged to reach out to others (Ex Libris; Orbis Cascade; U Wisconsin system; others?) to understand what other systems have implemented and recommend.

In order to clarify and facilitate the accomplishment of these charges, suggestions were made, including the idea that directors should offer a clarifying statement that “no one will lose their job” due to efficiencies gained via the Alma implementation. It was also suggested by Bill Clayton that John Reamer from UCLA, an expert in maximizing technical services efficiencies, could come in and talk with the implementation and cataloging teams.

Mark Flynn suggested adding a Change Management Group to RACL as a new functional committee.

Lucy Harrison agreed to meet with the functional teams in separate meetings, present the new charge to them, and make the new charge clear.

Bill Clayton concluded the conversation, agreeing that anything the directors (and RACL) can do to show these teams (functional groups) that RACL and the library directors are committed to this and attentive to this, will go a long way toward a successful implementation.

A motion was made that the proposal to update the charges be adopted, was accepted and seconded, then approved by an aye vote.

Lucy Harrison will send the final proposal to RACL for final review and approval.

To conclude the Alma implementation conversation, Barry Robinson scheduled a base touch phone call for the Alma Project team and RACL for Monday, October 3, 2016 at 9:00 AM, and noted that in September, there will be a base touch call with the implementation team leads.

GIL Cost Allocation Model Discussion (Lucy Harrison):

Lucy Harrison shared a data model, based on what is currently known, for the costs of Alma for the USG institutions. There was a discussion of how GIL costs had been managed in the past. The model presented shared costs based on hardware costs, support costs, and the amount we pay each year to Ex Libris. The complexities of the pricing model were discussed in depth.

The TCSG Institutions are considering moving to Alma, and if that goes forward, the current pricing model will change.

It was decided that the question of how to distribute the costs of Alma to the USG institutions be left for the executive committee to review, and discussions are ongoing. Lucy Harrison will revisit the pricing models for Alma for USG institutions and submit the updated models to the executive committee for review. The RACL Executive Committee will discuss and make a recommendation to the full RACL Membership.

Next RACL Executive Committee Meeting Dates for FY17:

- January 27, 2017
- March 10, 2017
- June 9, 2017

No New Business

No Old Business

A motion to adjourn was made, seconded, and carried with an aye vote.