**GTF Meeting Minutes**

**September 2, 2016**

Present: Stacy Caron (CFI), Chris Lee (CPS), Gretchen Higginbottom (CFS), Dawnelle Ricciardi (CSO), Jesica Brubaker (CDS), Lina Carro (CHU)

Guests: Anya Arnold, Library Consortia / Information Technology Consultant (former Resource Sharing Manager for ORBIS Cascade Alliance); Dean Karen Schneider (CSO)

Absent: Julie Kowalewski-Ward (CSJ)

Recorders: Dawnelle Ricciardi (CSO); Lina Carro (CHU)

This meeting focused primarily on obtaining Anya’s advice about working with ExLibris and sharing her expertise in conducting testing for the vanguard libraries as follows:

**Working with ExLibris**

Direct the learning experience with ExLibris proactively. Write our expectations down for ExLibris in advance: what do we want to test and what form of assessment do we want for the test?

When asked how Anya’s (ORBIS’s) handled working with ExLibris out-of-the-box product, Anya replied, “We created the out-of-the-box version for them “for our needs.”

In testing, consider the life cycle of a request in the workflow; have ExLibris show us what needs to be clicked on, etc. Anya offered to share her extensive testing rubric worksheets with GTF and will attend future GTF/ExLibris meetings as she can to support GTF in its relationship to ExLibris.

Anya asked who our implementation person is. Orbis Cascade had Chen Marchfeld and Moshe Schecter. Our Resource Sharing implementation team is Dolph Chaney and Svetlana Smirnov.

**ILL & Circulation-Workflow logistics and changes-**Some ILL functions to Circulation

(peer-to-peer loan requests)

At ORBIS, Summit and ILL are maintained as separate units with different duties.

Anya’s suggestions for a smooth transition:

* Consider physical logistics such as space for these items and courier activity
* Meet and talk with Circ staff to work out the logistics
* Cross-training of staff as needed
* Student assistants should be trained by both units

Questions regarding how best to conduct business and function as a governance body were posed to Anya. Her recommendations were

**Communication from GTF to ISPIE** **(and other interested entities)**

Anya shared concrete suggestions for communicating the Governance Task Force’s ongoing progress to ISPIE (and others) on a regular basis:

* Stay on Message! Repeat yourself until “you’re purple.”
* Send frequent, regular, and clear email dispatches to ISPIE (and make available on ISPIE website)
1. make them fun by adding a light-hearted contest at the end of each email so they are read
2. use same subject line with different date so they can easily be organized and searched
3. communicate what GTF is currently doing and what is being planned
4. send on a weekly basis

**Selecting a resource sharing manager for the CSU libraries**

Anya recommended selecting a resource sharing manager possessing these traits:

* Overall understanding of RSS
* Ability to write clear documentation
* Ability to conduct effective meetings
* Ability to bring together disparate opinions
* Ability to talk with the Chancellor’s Office AND Resource Sharing Staff
* A “people” person – soft skills more important than technical skills. (You can always get help with the technology.)

**Meeting outcomes**

Anya will send GTF a blank testing sheet for the vanguard test as well as a sample email communication to use as a guideline in creating a regular GTF email update to ISPIE libraries and COLD.

Dawnelle will send Anya the GTF email distribution list for further communications