

## **CAPT Meeting Minutes**

### **April 27, 2017**

**Present:** Tom Teper, Tom Habing, Michael Norman, Bill Mischo, Lynn Wiley, Susan Avery, Kyle Rimkus, Helenmary Sheridan, Jim Dohle, Beth Namachchivaya

**Absent:** Chris Prom, JoAnn Jacoby

**Guest:** Eric Kurt

#### **Agenda and Minutes**

Tom Teper opened the meeting requesting approval of the April agenda and March minutes. There was a change to the agenda to move LEITC to the top. The March minutes were unanimously approved.

#### **Possible New Working Group- Library Emerging and Integrated Technologies – Jim Dohle and Eric Kurt**

Jim and Eric presented background on the LEITC proposal (attached to these notes). The intent is to outline/formalize how we in the Library are coordinating “advanced technologies”. Bringing “the right folks into the room” to discuss technology developments often resulted in the same folks generally attending/participating in many of the same meetings. The proposal currently on the table is to align some of the folks normally working in our matrixed structure together in a new CAPT working group named Library Emerging and Integrated Technologies Coordination (LEITC). In a nutshell, the intent is to provide better coordination, develop a meaningful consultation and liaison service, and coordinate outreach and promotion efforts.

#### **Feedback and Questions:**

- Mischo: In terms of CAPT, adding LEITC as a working group recognized the importance of this work in terms of our service portfolio. It seems like a fairly natural addition.
- Beth N: I encouraged that this be brought to CAPT. I think that the coordination will be fruitful. I think that “technology” is not necessarily the first thing that comes up first. The challenge – in some respects – is figuring out how to fit the operations and skills of this group into the referral database/process.
- Jim D: Agreed. We are trying to figure out how to get plugged into this.
- General discussion about budget, etc..., decision-making, etc....
- Basically, we want to embrace the matrixed organization while still being more deliberate about providing service, fulfilling needs, etc....

Agreement that the proposal to EC could include the affiliation with CAPT, etc....

#### **Quarterly Working Group Reports**

**Search, Discovery, and Delivery-Bill Mischo**

Bill M: Discussions on the group have focused on sustainability of discovery systems, future directions, etc.... Following PQ/Ex Libris, OCLC WorldShare, and EBSCO Folio project (EBSCO's developing open source discovery service). EBSCO also has an enhanced API. Much discussion about EBSCO Folio, and agreement that we should monitor the development as well as keep CARLI looped in.

#### **Web-Jim Dohle**

Jim: See attached report. Take-aways are that the intranet group is ramping up infrastructure development and mechanisms to begin converting content in June 2017. Core Team is largely done, but they are finding bits and pieces. Unit Web Team has assembled four sub-teams that are all meeting with and implementing unit conversion with ten responsible teams each. Goal is to retire OpenCMS September 1, 2017.

Biggest complications in the unit conversation has been (a) getting in touch with folks, (b) shared content between units, (c) applications within sites that have OpenCMS skins.

Wins: RBML will be rejoining WordPress. Uni High website will be mainstreamed, too.

#### **Parking Lot Items-Review**

- 1. DPLA
- 2. Budget Reductions – agreement to keep with intent to discuss in early fall.
- 3. CARLI and ILS Update
- 4. ILS Migration
- 5. LOCKSS – keep it – Kyle will get this off of his back burner.
- 6. New Title List – keep it on the list. The issue remains that we have been very inconsistent about getting e-books into the feed.

Meeting adjourned at 3:00 p.m.

# CAPT Web Team April 2017 update

04/27/17

## Intranet Team

- Membership
  - Megean Osuchowski, Skye Arseneau, Wendy Wolter, Kathie Veach, Robin Woodall, Beth Woodard, Zoe Revell
- Area of responsibility
  - The Intranet Team is tasked with building the information architecture and migrating content from OpenCMS to WordPress that is designated for use by Library faculty and staff.
- Recent work
  - Since January 2017, the team worked on a tree test with the volunteer intranet users group to assist with wire framing information architecture. The team decided on the domain for the intranet website ([library.illinois.edu/staff](http://library.illinois.edu/staff)). Also, the team developed a list of important quick links and guidelines to maintain the effectiveness of the links on staff/intranet site. Quick links are designed to be applicable to most/all library faculty and staff and use of the links (via Google analytics) will be reviewed periodically to ensure links are relevant.
- In progress
  - Working with the Web Team on staff page templates as well as staff site configuration settings.
  - Creating a mockup of staff home page ([link](#)) and standard staff page template
  - Designing a standard page template for library committees, including post types for agendas and minutes
  - Working with the web and core content teams to assess and determine plans of action for Library units and groups with mixed web presence (some core pages, some public unit info, some staff content)
- Up next
  - Megean is in the process of hiring a Grad Hourly staff member for the summer to update and expand content strategy on the Library website style guide ([link](#))
  - The Intranet Team will be coordinating with Content Specialists to migrate staff content beginning in June and continuing through the end of July 2017.
  - Creating a template for Library division information
  - Working with the core content team for library faculty named position web site structure

## Core Team

- Membership
  - Susan Avery, Dan Tracy, and Jody Ford
- Area of responsibility
  - The Core Content is that content which is central to the library as whole and not affiliated with a specific library. Examples include Ask A Librarian, Borrowing pages, and general patron policies. Some of the work is currently live, including the Borrowing site (<http://www.library.illinois.edu/borrowing/>), which is in the core content template.
  - Because the pages included in core content generally belong to units that are not standing libraries, the pages include administrative and service offices. Examples are the AUL offices, and offices and units within the reporting lines of the AULs. These can range

from single person offices such as Library Assessment and Information Literacy and Instruction to large units such as Content Access Management, Acquisitions, and Business and Human Resources.

- A large amount of the decision making the core content groups has faced is determining what information belongs on the public website and what belongs on the staff intranet. However, each of these offices and units will have a public facing page.
- Recent work
  - The Core Content Team has completed the conversion of the majority of the core content pages for the library website.
- In progress
  - At this time meetings either have taken place or are in the process of being scheduled with individuals responsible for the offices or units in order to determine what information should appear on the public facing pages.
- Up next
  - It is anticipated that all of the pages should be converted in their entirety no later than mid-summer. Given the mix of content on the public and staff sides, it may be best for the core content and staff intranet pages to go live at the same time.

## Web Team

- Membership
  - Project team: Bill Mischo, Jim Dohle, Jason Strutz
  - Web team leads: Robert Slater, William Weathers, Jemma Ku, Jay Heldreth
  - Content Specialists: Nick Ferraz, Marissa Mullenix, Alex Pate, Matt Steele
  - Support team: Helen Zhou, Douglas Heintz, GA support team: Hoa, Kaylee, Dan, Kortney, Shelby, Walker, Rebecca, Fatima
- Area of responsibility
  - The Web Team is responsible maintaining the production library CMS system, including design, functionality, support, and training.
  - The Web Team is also responsible for the design, operation, and maintenance of the Library Gateway.
  - Additionally, the team is responsible for migrating unit websites from the outgoing content management system (OpenCMS) to WordPress.
- Recent work
  - The Web Team completed the first phase of the unit migration project in late January 2017. Four units were migrated during this preliminary phase, including International and Area Studies, History, Philosophy, and Newspaper Library, Music and Performing Arts Library, and Math Library. The team paid close attention to successes and challenges during this phase to inform the subsequent phases of the project. Additionally, the team collected feature requests and bug fixes to be addressed and resolved before the next phase of the project.
  - Completed a brief (approximately 6 week) sprint to address feature requests, bugs, and design concerns.
  - Organized the second phase of the project, including assignments of 40+ unit migrations to the 4 assembled groups comprised of a web team lead, content specialist, and GA support staff
- In progress
  - The Web Team is currently engaged with the second (and largest) phase of the unit web migration project.

- Following the completion of a questionnaire sent to unit content owners, team leads are in the process of contacting and holding kick off meetings with every unit.
  - General course of action for each Web Team group's engagement with library units:
    - Hold kick-off meeting with Web Team group and unit stakeholders
    - Perform preliminary site design
    - Complete bulk page migration
    - Perform quality assurance (QA)
    - Ensure unit stakeholders approve of final product and cutover plan to make site live.
  - Web team leads and content specialists are working through several challenges in migration, including updating, integrating or 're-skinning' non-CMS library web and database applications, migrating web resources shared between internal and external to library groups, and managing large units with unique web sites which were aggregated as part of New Service Model projects.
- Up next
    - Web Team groups will be working to migrate all units beginning in April and continuing through summer 2017.
    - Target completion date of the second phase of the migration project is Friday, July 28 2017
    - Goal of archiving and retiring the OpenCMS platform on or before September 1, 2017
    - Following the completion of unit migration, the Web Team will focus on content analysis and strategy for migrated units.