Minutes – 20 April, 2006 10:15-11:15

Committee members present: Felicity Dykas, Janice Dysart, Anselm Huelsbergen, Ernest Shaw, Rhonda Whithaus

Committee members absent: none

Others present: Jim Cogswell, Director of Libraries, University of Missouri-Columbia

- greeting and introductions (Jim Cogswell)
- presentation and overview of Task Force charge (Jim Cogswell)
    - CMS issues that must be addressed by the Task Force:
        - integration with MU Libraries and other applicable UMC web applications (e.g., link resolver software, federated search software)
        - Cascade Server (UMC's purchased CMS) be given serious consideration; we must have good reasons to choose something other than Cascade Server
    - deadline for Task Force recommendation: end of Summer 2006, though this deadline may be too ambitious. Nevertheless at the very least a progress report is due to the Director at that time.
    - identify minimum requirements for a library CMS
    - examine available systems
    - provide for demonstrations of viable systems
    - the Task Force recommendation should not serve only one constituent group in the Libraries
- questions about charge (Task Force members to Jim Cogswell)
    - open source products can be considered? yes
    - potential to hire programmer to support product (in part)? yes
    - funding limit? yes and no – without considering specifics, $8K – $10K/year is feasible
    - exclusively a 'web' content management system? yes
    - recommend only a single product? one 'preferred' product with at least one other option to pursue
    - consider both vendor- and locally-hosted products? yes

[Task Force adjourned to Administration Conference Room]

- discussion:
    - meeting schedule: once a week, starting week of 4/24 or 5/1 [Anselm will schedule via Outlook]
    - demonstration of Cascade Server by Kevin Bailey (IATS) or Lori Croy (Web Communications) early in May [Anselm will schedule asap]
    - see what other institutions (similar to MU Libraries, e.g. Big 12; peer institutions) are using in terms of web content management systems [Felicity will begin on this]
    - solicit ideas on what a web CMS should be able to do from members of the Web Advisory Group (WAG) and from others (e.g., Geoff Swindells) [Rhonda will do this as well as server as liaison to WAG for the Task Force]
    - survey literature on Web CMS, focusing as much as possible on library-oriented systems [everyone will work on this]
        - sources to get started:
            - http://www.cmsreview.com/
            - http://www.cmsmatrix.org/
            - http://www.libraries.rutgers.edu/rul/staff/groups/wcms/useful_links.shtml
            - Yu, Holly. *Content and workflow management for library Web sites : case studies.* 2005
            - *Library Hi Tech* Vol. 24 No. 1, 2006 (http://www.emeraldinsight.com/Insight/viewContainer.do?containerType=Issue&containerId=23668) -- majority of issue devoted to CMS
    - distill ideas obtained from WAG et al. and from general research into a basic list of desirable components/features of a Web CMS and send to staff at-large for comments/suggestions
    - setup a simple, information web page for MU Libraries Administration web page about what the Task Force is doing, the timeline, contact information, etc. [Anselm will provide initial copy, Ernest will upload and updates]
- for next meeting (tbd):
    - assigned action items noted above in brackets
    - gather information
    - begin compiling desirable components/features of a Web CMS

submitted: A. Huelsbergen 4-20-2006