Minutes – 9 May, 2006   9:00-10:00

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

Committee members absent: none

Others present: none

- Agenda item #1 – Examine suggestions and comments from WAG et al.
    - postponed until later, though some of the suggestions were addressed in the discussion of Item #2
    - what is meant by "calendaring" (No. 15 on suggestion list) [Anselm will clarify with Caryn Scoville]
- Agenda item #2 – Determine the features/functions of the current Libraries web site(s) a Web CMS should need to handle
    - basic, static HTML pages
    - subject guides
        - CMS needs to be able to manage multiple descriptions for resources
        - CMS needs to allow ranking of resources differently for different guides
    - course packs
    - database list (Ellis)
    - A-Z list (Ellis)
    - Ask-a-question
    - HTML forms (tied to database)
    - database finder (HSL)
    - electronic resources finder (HSL)
    - site index
    - new updates
- Other general functions of a CMS for MU Libraries
    - database needs to work with current HSL setup
    - multiple content contributors ("distributed authoring"?)
    - support for password access to pages

- o 'archival feature' – bringing up content/page that is needed only once in while – this is different from 'version control' or 'version rollback'

- Other concerns about choosing a CMS
  - o workflow – does this need to be established prior to choosing a CMS?
  - o overlap with WAG-Content [Anselm will check with Jim Cogswell, and WAG chairs]
  - o is the current web site missing content due to the difficulties of getting content into HTML or other appropriate formats?

- Agenda item #3 – Begin to develop a list of requirements
  - o Postponed

- Agenda item #4 – Think of questions to ask about Cascade Server following demo (5-10-06)
  - o Everyone will do this prior to the demo

- Next steps
  - o think of questions for Cascade Server demo
  - o maybe set up a demo of one of the available CMS products to show to WAG and then re-solicit comments and suggestions
  - o continue to come up with elements from the current site(s) that need consideration in a CMS
  - o develop a list of requirements based on examples from Bramscher and Butler "LibData to LibCMS," *Library Hi Tech*, 24/1, 2006 (21) and Wiggins, Remley and Klingler, "Building a local CMS at Kent State," *Library Hi Tech*, 24/1, 2006 (73-74)

submitted: A. Huelsbergen 5-10-2006