

Attendees: Jim Dutton, Felicity Dykas, Christopher Gould, Denise Pakala, Jennifer Parsons, Carol Riley, Cathy Roeder

- I. Review of TF Membership
 - a. Jennifer Parson has replaced Scott Peterson
 - b. Carol Riley is now an official member of the Task Force rather than an advisor
 - c. Christopher will make sure the changes are made to the Web site and the appropriate body is notified
- II. Review of the TF charge: Christopher gave a bit of the history as to how the task force came to be.
- III. Backstage profiling
 - a. The Task Force will review the Backstage profiling guide and come up with a baseline profile for the clusters
 - b. Christopher will forward the PDF of the profiling guide and the comparison spreadsheet prepared by Scott Peterson showing the clusters' current Profile settings
- IV. MCDAC Policy on Authority Control
 - a. The Task Force agreed that the policy needs a rewrite and that it should be split into two documents, one governing policy and the other governing workflow
 - b. Felicity will write rough drafts for both documents
 - c. The rest of the task force will forward their suggestions for changes to Felicity
- V. National authority standards
 - a. Jim recalled that around the same time MCDAC adopted the policy on authority control, they identified the standards used by the consortium as LC, Children's Annotated, and NLM.
 - b. Denise pointed out that there is a Cataloging Standards document posted to the Web site. Denise will forward the task force members a copy of the document for review.
- VI. Communications
 - a. Felicity asked about communications with the clusters. She will be making a report of TF activities to the MERLIN Quality Control Committee and wondered how we would communicate with clusters that are not represented on the Task Force.
 - b. Jim asked whether the Task Force is still part of MCDAC.
 - c. Christopher pointed out that, according to the policy on advisory committees, the task force reports to the Executive Committee.
 - d. Christopher will clarify the task force's communication responsibilities and workflow by the end of the week (Friday, Nov 20) and report back to the group.
- VII. Next meeting
 - a. The Task Force will meet again in 3-4 weeks
 - b. MCO will schedule the meeting using the new meeting software