MiLE Steering Committee Meeting
Clinton Macomb Public Library, South Branch*
March 9, 2001, 9:30 – 11:30 a.m.
<u>AGENDA</u>

1. **Introductions; review minutes of Feb. 16th and 26th meetings,**   9:30 – 9:35
    and today's agenda
    - Minute taker today--Callaway
    - Sites for April 13th and 24th meetings

2. **Team reports**   9:35 – 10:00
    - Promotion—Christine
    - Design—Larry
    - Circ/Ill—Celia and Dee
    - Training—Gary
    - Technical—Scott

3. **RFP process and planning**   10:00 – 11:00
    - RFP status—Eileen
    - RFP confidentiality questions from DALNET
    - Customer reference calls—develop questions
    - Evaluation process and criteria—further clarification
    - Vendor demo planning
      --Structured demo process—Bob and Louise
         Who participates? How to gather and evaluate input?
         Timeline for developing the demos? Host sites?
      --How to design scenarios (or lists) for vendors?
         e.g., 5-10 most important features/capabilities for
         each section of the RFP; teams identify them.

4. **Resource Sharing Workshop planning—Eileen**   11:00 – 11:15
    - Purpose/goals
    - Speakers/participants
    - When and where

5. **Another LSTA grant for Phase 2 of MiLE Project**   11:15 – 11:25
    - LSTA workshops

6. **Plans for next meeting**   11:25 – 11:30
    March 23, 9:30 – 11:30, at Lawrence Tech

*Note: For map to Clinton-Macomb Public Library South Branch go to:
www.cmpl.org/About_Us/ServiceArea.htm
L. Bugg
March 6, 2001

MiLE Steering Committee Meeting Minutes
Clinton-Macomb Public Library ~ South Branch

March 9, 2001

The meeting was called to order at 9:35 am.

Present: Jerry Bosler; Louise Bugg; Dee Callaway; Gary Cocozzoli; Christine Hage; Bob Kelly; Celia Morse; Scott Muir; David Murphy; Larry Neal; Eileen Palmer; Tammy Turgeon

1. The minutes from 2/16/01 were approved as written. The minutes from 2/26/01 were approved with one correction (item 2 - change manes to names).

   Site for 3/23 Steering meeting – Lawrence Tech
   Site for 4/13 Steering meeting – UM Dearborn (extended 9 am-12 m)
   Site for 4/24 Steering meeting – Walsh College (extended 9 am-12 m)

2. Team reports

Promotion:
   - Decided that MiLE will be written with a lower case "i" to emphasize Michigan.
   - Investigating how can promote MiLE.
   - Casual discussion of template that members could put on their Web sites
   - Some interest in giveaways (magnets to notepads to bookmarks, business cards). Cost is an issue with target audience.
   - New logo posted on list. Bob Fraser will put on website.

Design:
   - Nothing to report.

Circ/ILL:
   - Met Wednesday, discussed what might want to see in demos.
   - Discussion of TLN shared systems that aren't part of OWLS and MichiCard patrons. There was some desire to block them, but Eileen said we would have to treat each database as a whole and could not distinguish between patron types.

- Started to discuss policies based on ALA
  (http://www.ala.org/library/fact8.html) and Michigan
  (http://www.libofmich.lib.mi.us/publications/ill.html) ILL codes.
- Wish to collect statistics for last calendar year of intralibrary traffic via TLN, SLC, OCLC and unfilled as a starting point.

Training:
- Nothing; will have first meeting in April.

Technical:
- Have not yet met.

3. RFP Status

-Eileen mailed out the final RFP to the final list of vendors. It is due back April 9.

-DALNET has agreement to license ILL software from epixtech. There are focus groups under way and Dee Callaway will be a participant. There discussion about confidentiality with her in both roles. Since the RFP says the contacts are Eileen and Louise, it was not viewed as a problem.

-Scott indirectly works for DALNET and may continue on the epixtech payroll through the RFP process. There was discussion of whether or not there was a perceived conflict of interest with him being employed by a vendor being considered for the project. It was decided that he will abstain from voting on issues related to the RFP. Scott will forward all discussion of ILL products to Louise during the RFP period. It was decided that there was no need for further disclosure. Louise will verify this decision with Michael Piper at DALNET and Eileen will check with Michael Deller at The Library Network. Scott will also refrain from wearing apparel with vendor logos.

-Vendor reference calls – Upon receipt of vendor proposals, the Steering members who are not chairs will divide up the references and ask the set of questions drafted at this meeting. They will try to contact at least one reference per vendor between 4/13 and 4/24; the remainder will be done afterward.

-Evaluation process and criteria – All three groups will need to ensure that their groups and each team will be well represented. Teams should be reminded to set aside May 1 and 2. We envision the following schedule:

    -RFPs arrive by 4/9.

-Steering Committee will screen after Eileen distributes on 4/10 and 4/11 (using a scheme that seemed more complex than the system we are asking for in the RFP).

-Steering will discuss at 4/13 meeting.

-Steering will review and identify issues that do not make sense or stick out and see if any can be eliminated right away. Criteria are in the RFP.

-Eileen will add an evaluation sheet. Teams need to meet the following week to review the specific areas in the proposals so that the Steering Committee is ready to discuss more detail on 4/24. Chairs will have to decide how to copy and distribute their portions of the vendor responses to their committees. Louise will check on confidentiality issues per distributing documents to committees.

-On 4/24 Steering will make the final decision about which vendors to invite.

-Vendor demos will be held on 5/1 and 5/2, schedule to be determined by number of final vendors. Bob will check availability of UM Dearborn facilities; Louise will check at Wayne if needed as a fallback.

-Structured demo questions will come from design teams. Chairs should gather top 5-10 most important features/capabilities of each section of RFP and bring to 3/23 meeting.

4. Workshop – Mid-September will be a better time than this spring for a "rally the troops" workshop. Possible speakers: Mary Jackson (overall talk about resource sharing), John Shaloika (practical public specific) from New York or Dan Iddings (academic/URSA). The target audience is library staff. Would be nice to have a librarian using and a circulation staff using (or to address those segments of the audience). It may be the first of a series of sessions; later demos could be from MiLE members. Eileen will start the workshop planning. WSU and TLN will sponsor. We might want to do a program for MLA LTD spring 2002 workshop schedule. May want to do a program at fall 2001 MLA to build enthusiasm for statewide resource sharing.

5. LSTA for Phase 2

Proposals are due June 29. Will hold onto this thought as we see how the vendor bids look. Perhaps the goal would be to expand to include other consortia.

5.5 Library of Michigan RMG survey for ATLAS project – Louise will fill out.

Meeting adjourned at 11:35 pm.

Our next meeting will be held at Lawrence Tech in the Buell Management Building Lower Level. Be sure to look at the map (http://www.ltu.edu/campus_maps/main_map.html - building #5). It can be hard to find.

Submitted by:
Larry Neal
3/15/2001; Final 3/23/2001