

**MiLE Steering Committee Meeting  
Berkley Public Library\*  
May 15, 2001, 9:30 – 11:30 a.m.  
AGENDA**

- 1. Review agenda and minutes of April 24 and May 2 meetings** 9:30 – 9:40  
--minutes taker today: Christine or Celia?  
--June and July meetings
  
- 2. Vendor Evaluation** 9:40 – 10:10  
--Results from vendor evaluation forms—Jerry  
--Hardware/software review—Technical Team, Scott  
--Team reviews—Design, ILL/Circ, Training  
--Additional info from references  
--Financial info—Dave  
--Answers from vendors—Eileen and Louise  
--“Best and final” offers
  
- 3. Scope of MiLE Pilot Project** 10:10 – 10:30  
--Review grant proposal and what we promised to do  
--Scope of initial project—libraries, materials, external links
  
- 4. Vendor Selection** 10:30 – 11:00  
--Ability to meet critical requirements  
--Cost/Price  
--Ability to meet time lines  
--Credibility of vendor/reputation  
--Vendor support, incl. financial viability and customer references  
--Future development plans for the product  
--VOTE?
  
- 5. Report/recommendation for TLN Board** 11:00 – 11:10
  
- 6. FY2002 LSTA Grant Application** 11:10 – 11:20  
--Scope, purpose  
--Letters of support  
--Draft budget, timeline
  
- 7. Fall Program plans—Bob and Eileen** 11:20 – 11:25  
--MLA and MLC programs; Content, speakers
  
- 8. Other; plans for next meeting** 11:25 – 11:30

**NEXT MEETING: June 7, 2-4 p.m., Clinton Macomb P.L.**

\*Note: Berkley Public Library is on Coolidge south of 12 mile on the west side.

L. Bugg 5-11-2001

# **MILE STEERING COMMITTEE MEETING**

**Berkley Public Library**

**May 15, 2001**

The meeting was called to order at 9:30 a.m.

Members present: Jerry Bosler, Louise Bugg, Dee Callaway, Gary Cocozzoli, Bob Kelly, Celia Morse, Scott Muir, Dave Murphy, Larry Neal, and Eileen Palmer. Celia Morse is minute taker.

The agenda was approved as presented.

## **Minutes**

April 24 – correct spelling to Fretwell-Downing. An executive summary will be posted to the Website.

May 2 – will not be posted to Website.

## **June Meeting Schedule**

Eileen has a conflict with June 7. Meeting rescheduled to Tuesday, June 5, 1:00-4:00, Clinton-Macomb South Branch.

June 22, 9:30-11:30, Walsh College

Contract negotiating team (Eileen, Louise, Tammy) will schedule meetings after the June 21 TLN Board meeting, assuming Board approval.

## **Vendor Evaluation**

Evaluation forms – Jerry distributed and explained the evaluation compilations. His sense is that Epixtech scored slightly higher in sections 6-10. DALNET members expressed concerns about Epixtech's ability to adhere to the delivery schedule for software under development. Each vendor has different strengths and weaknesses.

Team Reviews – Tech team: TLN server will need upgrades to CPU and disk drives, and possible the Internet connection. Expressed concerns about a combined solution using multiple servers that must be kept in sync – very complex. Expressed concerns about the combined patron file residing on the server with Fretwell-Downing, both in terms of disk space and file management. Can this be avoided with SIP compliance? Expressed concerns about Epixtech's ability to meet the delivery schedule. Fretwell-Downing does not have a strong U.S. track record yet. The committee would prefer a single vendor solution, but did not rule out either vendor. Simple is better.

Training: Needs representatives from Endeavor and ILL libraries. Like Epixtech's interaction with local circ systems better. No strong recommendation for either.

Design: Expressed skepticism about Epixtech's ability to deliver on schedule. Has concerns about migrating from URSA to iPAC. The medical libraries are concerned because DOCLINE has not worked with either vendor. They expressed a general concern about the project timeline.

ILL/Circ: Again expressed concerns about Epixtech's ability to deliver. Had concerns about privacy issues related to Fretwell-Downing's centralized patron and transaction files. Expressed a slight preference for Fretwell Downing.

#### References

Colorado is still outstanding. Toronto was distributed last week via e-mail.

#### Financial Information

Most recent figures available are from 1999. Epixtech showed a \$4.9 million profit and projected a growth of 7.8% over the next three years. Fretwell-Downing posted a profit of 2.5 million pounds (about \$4 million). Both companies are privately held so detailed financial information is difficult to find. Within the past year, URSA was purchased by Epixtech and Fretwell-Downing was spun off from its parent company, so the picture is murky for both.

#### "Best and Final" Offers

The committee reviewed the "best and final" offer from Fretwell-Downing. No new information was received from Epixtech. The pricing information received by the committee as of today will be considered final for the purpose of vendor selection.

#### Scope of MiLE Pilot Project

Review of Grant Proposal – The purpose of the project is to develop an ILL mechanism that would allow patrons to access materials from all participating libraries via a virtual catalog and request materials from any participating library which will be delivered to the pickup location of their choice.

Scope of Initial Project – Must include some libraries from each group (DALNET, OWLS, SLC). SLC is one entity. Pilot libraries will be chosen later. Materials eligible will be decided after the vendor is selected. The only external link that will be pursued at the beginning is OCLC.

Vendor Selection - Deferred to June 5 meeting. For a review of "critical requirements", see April 24 meeting minutes.

Eileen & Louise will develop a draft budget for the next meeting looking at all three possible solutions. This will include hardware costs and other funding sources.

FY 2002 LSTA Grant Application – Will be submitted under OWLS. Looking for letters of support from DALNET and SLC. Need to add more libraries, especially a school.

Fall Program Plans – Deferred to June 5.

Meeting adjourned at 11:50

Next meeting June 5, 1:00 – 4:00, Clinton-Macomb South Branch.

Respectfully submitted,

Celia Morse