MiLE Steering Committee Meeting
Lawrence Technological University
July 10, 2001, 9:30 – 11:30 a.m.
AGENDA

1. **Review agenda and minutes of June 22 meeting**   **9:30 – 9:35**
   - Minutes taker today: Dave or Larry
   - August meeting schedule

2. **MiLE budget updates—Louise**   **9:35 – 9:50**
   Note: I'll bring latest versions; may send July 9th
   - Discuss ongoing support for Year 2 maintenance

3. **Recommendation for TLN Board meeting**   **9:50 – 10:30**
   - *epixtech* demo review
   - Outcome of various Board meetings
   - What will we recommend?
   - How will costs be covered?
   - Format of recommendation for TLN packet

4. **Contract negotiation process**   **10:30 – 10:45**

5. **Implementation during contract negotiation**   **10:45 – 11:15**
   - Circ/ILL Team tasks
   - Training Team tasks
   - Publicity Team tasks
   - Technical Team tasks
     --obtain hardware or hardware upgrade
   - Design Team tasks
   - Other

6. **Other**   **11:15 – 11:30**
   - Phase II LSTA grant proposal
   - MLC fall program
   - MLA fall program
   - Plans for next meeting

NEXT MEETING: July 25, 2001, 2:00 – 4:00 p.m., MCC South Campus

L. Bugg
June 29, 2001

MiLE Steering Committee Meeting

July 10, 2001
Lawrence Technological University

Minutes

Attending: Scott Muir, Dee Callaway, Gary Cocozzoli, Eileen Palmer, Louise
Bugg, Celia Morse, David Murphy, Christine Hage, Tammy Turgeon

1. *Review agenda and minutes of June 22nd meeting*

   - Both minutes and the revised budget were approved.

   - Discussion of ongoing support in year 2:

     > DALNET at its meeting agreed to provide funds for support.
     > Member libraries in OWLS, SLC and TLC would not be asked for
     > any additional support until costs for all the project elements had
     > been confirmed and the result of the second-year grant was known.
     > Instead, they would be asked for a commitment in principal to the
     > project.

2. *Recommendation for TLN Board Meeting (7/19/01)*

   - The Epixtech demonstration went well with supportive comments from
     attendees.

   - After discussion, follow-up questions with Epixtech and favorable results
     of the demonstration, it was recommended that the URSA product from
     Epixtech be chosen as the delivery platform for the project.

   - It was decided to seek an upgrade for the OWLS server.

   - It was decided that costs could be covered from a variety of existing
     sources and that there were a sufficient number of libraries ready to
     commit to MiLe, even without funding through the second grant. A letter
     will go out to individual libraries, explaining the process and their part in
     the envisaged network.

   - A memo will be sent to TLN Board, together with spreadsheets detailing
     costs, recommending a contract negotiation team be formed, and
     recommending purchase of the necessary hardware upgrade for the OWL
     server.

- Given the anticipated favorable result from TLN Board, a contract negotiating group will be formed comprising of, Louise Bugg of DALNET, Eileen Palmer of TLN and Tammy Turgeon of SLC who will negotiate with Epixtech, Inc to a final contract.

- A letter will be sent to Epixtech asking for a contract with details and excluding hardware considerations. In addition, Epixtech will be asked for:

    a) three-year commitment to the Universal Resource Sharing Application (URSA);

    b) guaranteed pricing structure for the addition of new libraries over 3 years;

    c) commitment to migrate all existing libraries to the next design and generation of software;

    d) commitment to continued release of maintenance upgrades or patches that are also compliant with SIP, SIP2, NSIP and SIRSI standards and requirements;

- A letter will be sent to Fretwell-Downing reporting the Steering Committee's decision

Motion: that the MiLe Steering Committee recommend the Universal Resource Sharing Application (URSA) be adopted as the circulation interface software for the MiLe project, with the OWL server upgrade.

Proposed by: Tammy Turgeon, Seconded by: Gary Cocozzoli

For=9 Against=0 Abstained=1

3. *Implementation during contract negotiation*

- Devising policies: the Circ/ILL team needs to see the tables in URSA. At the ALA meeting Scott got a training-based CD-ROM that he would pass on to the team. Suggestion that both the Training and Circ/ILL teams meet in formulating policy .

- Publicity team will not release a public statement until the final contract has been signed, after which however, a public briefing would occur with some pre-training options included. Information should also be posted to the MiLe Website.

- Design Team could look at common elements for libraries to implement on their own web pages.

4. *Other*

- Negotiations for the MLC fall program on October 30th are continuing.

5. *Plans for next meeting*

- Next meeting is planned for September 5th at the new north branch library of Clinton-Macomb Library, at 24 Mile Road and Romeo-Plank.

Minutes prepared by Dave Murphy

July 11, 2001

Memorandum

To: TLN Board

From: Eileen M. Palmer

Date: July 10, 2001

Re: OWLS/MiLE Grant Expenditures

As you know, TLN is currently administering a grant for the OWLS Region of Cooperation. OWLS, in collaboration with DALNET, and the Suburban Library Cooperative, has created the Michigan Library Exchange (MiLE) for the purposes of achieving the goals identified in the LSTA grant that was awarded earlier this year.

MiLE has been established to create a network that will provide one-stop shopping for information for library customers in all types of libraries. The project seeks to serve the information needs of the whole person -- with delivery mechanisms that break down the traditional barriers created by residency and affiliation. The project will provide for a regional virtual catalog with full access to patron initiated ordering and delivery of requested materials to the patron's home library. Third party software and an upgrade to the existing OWLS catalog server are the first steps in achieving this vision. A budget for the first phase of this project is attached.

At a meeting on July 10th the MiLE Steering Committee approved a motion to recommend the following to the TLN Board:

That the TLN Board authorize the MiLE Steering Committee to begin negotiations with epixtech, Inc. to purchase the Universal Resource Sharing Application (URSA) as detailed in the proposal provided by epixtech.

That the TLN Board authorize TLN staff to proceed with the purchase of a hardware upgrade for the OWLS server from Sun Microsystems (or appropriate reseller) in an amount not to exceed $10,350, to be paid for from funds available through the OWLS 2000/2001 LSTA grant # 2000-708.

epixtech URSA

MiLE Budget for epixtech URSA--with OWLS server upgrade

Expenses

Expenses			
Software			
DBMS	incl.		
Application URSA/iPAC	35,000		
1. DALNET	102,000		
2. OWLS	138,000		
3. SLC	17,000		
Sub Total	292,000		
Discounts			
1. DALNET	(99,000)		
2. Other	(72,848)		
Total	120,152		
Application RPA			
1. DALNET			
2. OWLS/SLC			
Report writer (opt.)			
Sub Total--ALL	120,152		
Hardware			
Web and Z-server	NA		
Application server	10,228		
Sub Total	10,228		
Vendor Services			
Implementation	incl.		
Training	incl.		
Travel (est.)	3,000		
Sub Total	3000		
ILL Delivery Services	4,680		
Staff--0.5 FTE	0		
Other Costs	4000		
Grd.Total excl. local	142,060		

Revenues

Revenues			
LSTA Grant - OWLS 2000/2001	$125,000.00		
LSTA Grant - OWLS 2000/2001 - Basic Technology	$10,350.00		
LSTA Grant - OWLS/SLC 2001/2002	$8,920.00		
DALNET Contribution*	$25,000.00		
Total	$169,270.00		

*Allocated by the DALNET Board, specific expenditures to be approved by DALNET