MiLE Steering Committee Meeting
Macomb Community College, South Campus Library
July 25, 2001, 2:00 – 3:30 p.m.
AGENDA

1. **Review agenda and minutes of July 10 meeting**   **2:00 – 2:05**
    - Minutes taker today: Larry or Eileen
    - Minutes posting on MiLE Website

2. **TLN Board meeting outcome**   **2:05 – 2:10**
    - Who should we tell

3. **Contract negotiations**   **2:10 – 2:25**
    - Calls to URSA references for their recommendations
    - Next steps to goal of contract for September TLN Board meeting
    - Contract needs/issues to keep in mind

4. **Determine participants in first phase of MiLE Project**   **2:25 – 2:35**
    - Letter to potential participants

5. **Implementation during contract negotiations**   **2:35 – 3:20**
    - Circ/ILL team—Dee and Celia
      --data gathering status
      --decisions needed
      --policy development
    - Design team—Larry
    - Training team—Gary
      --tutorial CD
    - Promotion—Christine
      --pre-training introductory briefing for participants
    - Technical—Scott
      --server upgrade
      --server maintenance recommendation
      --firewall needs
      --coordinating SIP readiness in participating systems

6. **Other**   **3:20 – 3:30**
    - MLA fall program—equipment needs?
    - MLC fall program—how to get the word out

NEXT MEETING: September 5, 2001, 9:30 – 11:30, Clinton-Macomb Public Library, new north branch, 24 Mile Road and Romeo-Plank.

L. Bugg 7-20, 2001

MiLE Steering Committee Meeting
Macomb Community College
July 25, 2001
DRAFT MINUTES

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

1. Minutes from July 10th were approved as amended. Louise reported that minutes posted to the web site were up to date.

2. TLN Board Meeting

Eileen reported that the TLN Board had approved the selection of epixtech, Inc. as the software for the MiLE project and authorized the Steering Committee to negotiate a contract. Letters to RFP respondents have been mailed. The Board also approved the OWLS server upgrade with funds from the OWLS ROC grant. After some discussion it was agreed to wait until the contract is signed before sending out a press release.

3. Contract Negotiations

It was agreed that Louise, Tammy and Eileen will serve as the contract negotiation team. Tammy and Louise will also contact epixtech references to see if they have any advice on contract negotiation.

4. Determine Participants

Louise will draft a letter to participants that each consortium will send to its members. We need to ask each participant to formally commit to the project so each will be asked to return a participation form.

The Steering Committee discussed the need to develop a framework for ongoing support and acknowledged that it would need to be able to respond to questions from participants about ongoing costs. It was agreed that we would discuss models for an administrative structure, governance and cost sharing at the 9/5 meeting.

5. Implementation During Contract Negotiations

Circ/ILL reported that draft ILL policies have been prepared and will be posted to the web page. The epixtech documentation is required in order to move on. Members are working on draft lending queues. DPL will serve as a broker for its branches. The committee expects that we will start with requests for returnables rather than non-returnables. The Committee will begin to look at issues related to delivery.

Training committee members will review the proposal from epixtech and provide and feedback necessary to identify potential training issues for the contract negotiation team.

Scott Muir reported that the Technical Committee was reviewing maintenance contract issues. Scott also reported that TLN was installing a firewall that would address committee concerns about security. Each consortium will coordinate SIP readiness at its sites.

6. Other

MLA Program – Eileen, Louise and Tammy will develop and present this program.

MLC Program – We will encourage our members to attend the October 30th MLC program on resource sharing standards.

Louise will speak at the September DSLRT meeting about the MiLE project.

Next meeting: September 25, 2001. Clinton-Macomb North Branch.
Meeting adjourned at 3:30

Respectfully submitted,

Eileen M. Palmer