

DALNET
LSTA
grant

**LSTA Grant Planning Committee Meeting
December 5, 2000
Walsh College**

Attendees: David Murphy, Scott Muir, Louise Bugg, Tammy Turgeon, Eileen Palmer, Bob Kelly, Duryea Callaway

Agenda Item: Committees

The consensus is to maintain the current committee as our planning working group until the grant award is official. This gives each of the participating consortia time to select their representatives to the Steering Committee.

We discussed the need to begin establishing the ILL/Circulation Team as soon as possible and perhaps in conjunction with the January 5th meeting. The meeting will provide a good opportunity to 'sound the call' for this group. It is likely that this committee will be fairly large. We need to include different types of libraries as well as automation systems. We discussed possible co-chairs (Dee Callaway and a public librarian).

Although the grant committees and subcommittees are important, we also envision a need for similar structures within each consortium. Some committees or advisory groups already exist and some will be put in place for this project and are likely to become permanent.

We will use the January 5th meeting to encourage volunteers for all committees and begin to collect profile information on project participants.

Committee charges need to be developed. We discussed basic tasks for each committee (see attached). We also discussed the need for the committees to work together and the advisability of all committees meeting together, at least in the beginning.

Agenda Item: January 5th Program

We plan to address the following major topics in our January 5th program:

- Overview of Project Goals and Outcomes
- Committee Structure
- Timeline with Key Milestones
- Background/Conceptual Framework/Link to Statewide Activities
- How to get involved
- Q & A

Speakers will be:

- Eileen Palmer: Background/Conceptual Framework/Link to Statewide Activities
- Louise Bugg: Overview of Project Goals and Outcomes/Committee Structure/ How to get involved
- Tammy Turgeon: Timeline with Key Milestones/ Q & A

Dee will work on a conceptual diagram for attendees. We will all work on pieces of the PowerPoint presentation. We will have a volunteer form to hand out and put on web pages – Tammy will draft.

We will also introduce a listserv for anyone interested in following the progress of the project. TLN will set up and host.

Agenda Item: Vendor Identification/Evaluation

Scott will begin to gather some preliminary information about possible vendors and products. Vendors will include epixTech, Fretwell-Downing, OCLC, Pigasus and WebFeat. We will also try to collect RFP's from other groups that have done similar projects. (Massachusetts, New Jersey, Ohio Public Library Network, Texas, PALCI, SILO, Prospector.

NOTE: The next meeting will be held at 9:30 am at the Southfield Public Library, 26000 Evergreen Road, on Monday December 18th. The library opens at 9:30, if you arrive prior to that you can enter through the door off the parking garage or the door by the book drop (staff entrance) – if anyone asks say that you are with the TLN meeting in the Marcotte Room.

Respectfully submitted,

Eileen M. Palmer

LSTA Grant Project Committees and Tasks

Steering Committee

- Project oversight
- Software selection
- Project evaluation
- Listserv administration
- Appoint committees
- Keep home consortia Boards up to date
- Fiscal oversight
- Sustainability of project in accordance with LSTA guidelines

Membership – Committee Chairs, 2-3 representatives from each consortium. Louise Bugg will chair.

ILL/Circulation Advisory Team

- ILL policies & procedures
- Circulation policies & procedures
- Data gathering
- System evaluation
- Implementation and testing
- Documentation and troubleshooting

Promotion Team

- Internal and external promotion
- Assist with evaluation
- Assist with user training
- Project visibility
- Public Kick Off

Technical Implementation Team

- Hardware & software
 - servers
 - hardware specifications
 - client software
 - telecommunication
 - authentication
 - local systems' interfaces
- Coordination among server and participant sites
- System evaluation
- Implementation and testing
- Documentation and troubleshooting
- Z39.50 linkages

Training Team

- Staff training
- User training

Design Team

- User interfaces
- Versions
- System configuration
- Z39.50 configuration
- Indexing choices
- System evaluation
- Implementation and testing
- Documentation and troubleshooting