

**MiLE Steering Committee Meeting
Berkley Public Library
October 5, 2001, 9:30 - 11:30 a.m.**

DRAFT MINUTES

Meeting called to order: 9:25 a.m.

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

1. Review agenda and minutes from September 5.

September 5, 2001 were distributed promptly and approved with the following change: ATLAS update was September 24.

Next meeting November, 2 9:30 a.m., Walsh College.
December 14, 9:30 a.m., Macomb Community College, South.

2. Contract update

Christine working on press release, have meeting on 10/26. Gail Waner from epixtech will assist as well.

A revision needs to be made to the contract before signing regarding the fact that all new DALNET libraries will be covered by their epixtech license fees and that there should be no additional license cost to TLN/MiLE when a DALNET library is added.

3. Commitments

The commitment letters going to Eileen; she has a handful from DALNET and all but one are ready from OWLS. Eileen will fax copies to Dee and send an update to the Steering Committee. Although some libraries in DALNET don't loan materials, e.g., Henry Ford Museum and DIA they should be aware of the benefit of possibility of doing journal articles, etc., in the future.

DALNET and SLC approved the cost-sharing plan. OWLS meets next week.

We don't need to worry about how or when to add participants. Given the current budget problems and LSTA budget cuts, funding for the second portion of the project is unclear.

4. Implementation Planning

The Resource Sharing System Coordinator will be Scott Muir at WSU. The Gateway System Administrator will be Mark Hurley at TLN. Louise, Eileen, and Tammy will collect the various setup forms from the libraries in their cooperatives.

Additional forms will be completed as follows:

2a - Mark Hurley, TLN (although Scott is contact)

2b - Doesn't apply

3a,b - Mark Hurley, TLN

3c,d,e - Will need one contact at each participating catalog: (Eileen: TLN, EMU, Plymouth District; Louise: WSU, MCCC, UD-Mercy).

3f - Will need one contact at each participating library: (Eileen: TLN, EMU, Plymouth District; Louise: WSU, MCCC, UD-Mercy).

4a - Circ/ILL committee

4b - Circ/ILL committee; if there are questions for individual libraries, send them on at that point. Want consistent policy across the system and then allow customization after that, e.g., page 18 to broker.

5a,b,c,d,e,f - Will need one contact at each participating catalog: (Eileen: TLN, EMU, Plymouth District; Louise: WSU, MCCC, UD-Mercy). Note, on 5e, page 35 use OCLC numbers. The ILL/Circ team will work out the system of library codes. There was a strong desire to use current mnemonic codes plus a cooperative prefix. epixtech will be contacted to gain a better understanding of how the codes will be used.

6 - How much of this do they really need to know? Scott will find out.

Theoretically they have linked to all the systems we have. Be particular about items customized in each catalog. Will need one contact at each participating catalog: (Eileen: TLN, EMU, Plymouth District; Louise: WSU, MCCC, UD-Mercy). What happens if there's not an item record? Requests on e-books and on-order items.

7 - Tech Team has done.

The goal to fill out all of these forms by November 2 for all Phase I libraries.

A. Overall Planning (covered in a variety of places)

B. Tech Team

The URSA specs say a dual processor system is required. We would like to try using just one. If epixtech says its mandatory, TLN will order and install (\$3,400). Another question is whether a second Informix license will then be required (\$6,000). The preference is to try one and then wait until the second part of the grant.

SIP - Purchasing has caused a delay in DALNET's acquisition. Louise will look into the matter. EMU will be confirming its compliance shortly.

C. ILL/Circ

Will be meeting next Wednesday to decide which parts each will do.

There's much discussion about delivery van stops. Need to know current stops.

Bands will be designed by the Promo Committee and must stand out from bands already in use by ILL.

There will be no age limits on who can use the system. Until NCIP comes, any cardholder regardless of standing will be able to initiate a hold; problem patrons will have to be captured at the local circulation desk.

D. Design Team

The design team will review the URSA User Guide, tutorial disc and Tampa Bay site (<http://alleycat.tbhc.org>) to start to develop consistent user messages, help screens, and search strategies. Dee will send Larry a manual; Scott will send Larry a disc.

E. Training Team

Circ/ILL will help libraries fill out forms.

Training Team will go to each library to do training, especially with Phase I. Is training required for profiles?

Train-the-trainers sessions will take place December 14-20. Staff training will start in January. Would like to add someone from EMU on the Training Team.

F. Promotion

A draft press release is being developed. They are discussing promotional materials for staff as well. HTML templates may be developed to help libraries promote the service on their own sites.

5. Evaluation

Need pre-implementation group to find out what staff is thinking about it right now. It depends on the type of library. Won't be a big deal for public libraries. May be more of an issue for academic libraries that are used to dealing with OCLC. Maybe do a January kickoff and then a question and answer session to reduce concern. Will discuss more at the November Steering Committee meeting.

Patron surveys – will be done on a bookmark possibly that go with the materials that go out to people.

6. Other

Several MiLE participants are going to the MLC Resource Sharing program. Suggest having people from Phase 1 go; would be good to have staff from all phases going.

MLA Fall Conference. Broadened topic and agreed to share with InMich. Tammy, Eileen and Louise will work on.

DSLRT – went really well. Might use Louise's fine presentation for basis for MLA and will put it on the MiLE Web site.

ATLAS news – we have several representatives from Steering Committee and MiLE libraries.

Meeting adjourned 11:40 a.m.

Submitted Larry Neal
10/5/01