LSTA Grant Planning Committee Meeting
Walsh College, January 26, 2001, 9:00 – 11:00 a.m.

<u>Agenda</u>

1.	**Review agenda and January 19th minutes** (previously distributed) (Scott will do minutes this time)	9:00 – 9:10 a.m.

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    (previously distributed)
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2. **LOM contract status—Eileen** 9:10 – 9:15 a.m.
    --filtering requirement issue

3. **Vendor info.—Eileen and Scott** 9:15 – 9:30 a.m.
    --information packets—Scott
    --NCiP info—Scott

4. **RFP development** 9:30 – 10:30 a.m.
    --Steps in RFQ process for TLN—Eileen
    --Sample RFQs—Eileen and Dave
    --Specifications
        how to write in "open-ended" response style?
    --RFQ evaluation process
        criteria; how to evaluate responses re. specifications?
    --Structured demos
        samples done by UMD and DALNET—Bob and Louise
        how to design? organize?
    --Plan to draft RFQ
        work assignments

5. **Committee formation—Tammy** 10:30 – 10:50 a.m.
    --Volunteers (to date)
    --Chairs (to date)

6. **Next Meeting: February 9, 2001, 9:30 – 11:30 a.m.,** 10:50 – 11:00 a.m.
    Southfield Public Library
    --agenda (LOM contract; committee appointments;
      review draft RFQ)
    --Refreshments volunteers?

L. Bugg/cmz
1-23-01

DRAFT

LSTA Grant Project
January 26, 2001
Walsh College

Attending: Eileen, Louise, Bob, Dee, Tammy, Dave, Scott

1. Previous minutes reviewed and approved
2. LOM contract status
    - Update on filtering - Eileen feels it will not be an issue from what she heard at ALA, contract states that it affects funding cycles that begin after April xx?
    - IMLS has said that the law states that this does not affect academic libraries
    - Eileen recommends deferring to their interpretation
    - We will get contract during week of January 29
3. Vendors and Consortia Information
    - Bergen County library cooperative use VDX form Fretwell-Downing -Eileen can contact
    - Mary Jackson from ARL offered to come to speak about ILL
        o Net lender v. net borrowers
        o Possibly invite Jackson for a seminar on ILL cooperation
        o She has credibility with academic and public
        o Maybe WSU would sponsor
    - Jerry Bosler may have some information from past research
    - Michael Piper has expertise in this area
    - Atlas kickoff – Resource sharing video conference
        o March 15 at Burton Manor Livonia
        o Contact Becky Cawley at L.O.M. about sponsoring
        o Christie talk about her vision

4. RFQ process for TLN
    - Most important requirement is it has to be competitive
    - TLN board will give final authority to execute contract
    - Not necessary that the board see the RFQ prior to issue, but must allow them to see recommendation – they meet monthly, 3rd Thursday
    - They are already aware of this project
    - TLN board would like a recommendation from the grant steering committee
    - Legal council does not have to review RFQ nor has any specific rules to follow on process
    - Process may be best to have a single point of contact - Eileen
    - No rules requiring lowest bid, or local bid over others
    - Good practice to share information w/ other vendors
    - Have bid out 3-4 weeks
    - Have a draft RFQ for the all day meting
    - Do we do broad or specific process?

- Use questions for things to screen for
- Patron, ILL, number of items, types of systems, Circulation
- Interlibrary loan –total universe
- Does the local system handle it or not?

Timeline for RFQ
2/14/01
- Form SC Officially
- Complete RFQ draft

3/15/01
- Issue RFQ
- Send certified/register mail
- With return date (4/16/01)

4/16/01
- Responses due
- Review Period
- Includes Steering Committee and others
- Contact customer sites
- Possible site visits

5/1-2/01
- Vendor demos up to half day each

5/10/01
- Recommendation prepared for TLN board (2nd Thursday)

5/17/01
TLN Board approval
- Begin software contract negotiation

6/14/01
- Contract signing

If we are running behind, will get to TLN board by 6/1401 for review at their 6/21/01 meeting

- Eileen distributed sample RFQ, will have it distributed in electronic format
- Planning team members will edit and have ready by February 9 meeting.
- Palmer: Overview, Format for Vendor Response, Functional Specification and Requirements, Terms and Conditions
- Muir: Authentication, System Functions, Management and Support
- Callaway: Patron Interface, Library Functions
- Turgeon: Training and Documentation, Plans for Development
- Bugg and Murphy: Appendixes A and B: Library Automation Consortium Summary, Library Automation Systems Summary,

5. Committee Information

- Approximately 35 volunteers so far, fairly evenly divided among the three consortium
- Discussed committee sizes and the names of volunteers, chair
- Plan to recruit a few more people
- Tammy will prepare a draft cover letter for appointment
- Will distribute a list of the committee members

6. Future Meetings
- February 9, 9:00-1:00 Walsh College
  o Agenda includes: RFQ draft review, RFQ evaluation process, structured demos, planning for February 16 meeting/
- February 16, all day Meeting of all teams and Steering Committee
- Feb.26 MCC, 9:30-11:30 (12 MI, Groesbeck, Hayes)

S.P. Muir
1/31/01