

**LSTA Grant Planning Committee Meeting**  
**Walsh College, February 9, 2001, 9:00 a.m. – 1:00 p.m.**  
**Agenda**

1. Review agenda and minutes of Jan. 26<sup>th</sup> meeting 9:00 – 9:10  
--Minutes taker?  
--Steering Committee meetings in March, April
2. LOM contract—Eileen 9:10 – 9:20  
--Review budget and calendar for grant
3. Appointment of teams—Tammy 9:20 – 9:30  
--adding more members? Chairs?  
--finalize Steering Committee membership  
--setup listservs for teams
4. RFQ draft 9:30 – 10:45  
--Overview, response, t&c—Eileen  
--Patron interface, library functions—Dee  
--Authentication, systems, management—Scott  
--Training, development—Tammy  
--Library data—Dave and Louise
5. RFQ evaluation process—Bob 10:45 – 11:15  
--criteria to use  
--process to follow  
--include teams? How?
6. Structured demo process 11:15 – 11:45  
--Purpose of demos/outcome we need  
--Who will participate  
--Developing the scenarios/required demos  
--Input/evaluation from participants  
--Where to hold them (May 1-2)  
--What to include in RFQ
7. Planning for all day meeting Feb. 16<sup>th</sup> 11:45 – 12:15  
--goals for the meeting  
--agenda for the day, times  
--site and food arrangements  
--communicating with participants  
--assignments to planning team
8. RFQ Process 12:15 – 12:30  
--Official vendor name/address list

- Vendor response sheets
- Tasks after Feb. 16<sup>th</sup> meeting

9. Educating ourselves and teams 12:30 – 12:45
- LOM & ATLAS videoconference 3/15
  - Mary Jackson in Michigan
  - Reading list of articles on resource sharing (multitype)

**Next Meetings: February 16, 9 to 3:30, Livonia Civic Center Library**  
**February 26, 9:30 – 11:30, MCC South Campus**

# Minutes

## LSTA Grant Planning Committee Meeting

### Walsh College, February 9, 2001, 9am – 1:30pm.

Present: Louise Bugg, Scott Muir, David Murphy, Tammy Turgeon, “Dee” Callaway, Bob Kelly, Eileen Palmer

**Review Agenda & Jan. 26 Minutes:** Minutes and agenda approved.

**Contract with LM:** Eileen reported that the LSTA grant contract had been signed by both TLN and OWLS and had been forwarded to LM. This accomplished, the grant period has officially begun. A list of timeline benchmarks was provided to committee members.

**Appointment of teams:** The following appointments round out the committee assignments for this project: Anne Barnard (Orion Township) – Tech; Cathy Rudelich (Hazel Park) – Training; Celia Morse (Berkley) – Co-Chair ILL/Circ Committee; Gary Coccozzolli (Chair) Training; Mary Ann Shelbe (OCC) Design. Tammy also confirmed that Larry Neal will Chair the Design team and Christine Hage will Chair Promotion. Bob will set up listservs for each committee based on email addresses provided by Tammy.

**February 16<sup>th</sup> meeting:** It was decided that the meeting, to be held at the Livonia Civic Center Library, will be from 9 to 12:30. The newly constituted Steering Committee will meet from 9 to 9:30 with the full group meeting from 9:30 to 12:30.

The goals of the meeting are for everyone to meet each other, review project goals and timeline, provide each team with their charge, review elements of the draft RFQ, clarify the communication process and discuss other grant activities. The agenda for the day will be as follows:

- |       |   |
|-------|---|
| 9:00  | Steering Committee meets - Louise Bugg, Chair                     |
| 9:30  | Review of Goals and Timeline - LB                                 |
|       | Communication Structure - LB                                      |
|       | Committee Charges and Current Tasks – Tammy Turgeon               |
|       | Possible Resource Sharing Workshop – Eileen Palmer                |
| 10:30 | Break   |
| 10:45 | Review RFP and Structured Demo Process – Scott Muir and Bob Kelly |
| 11:45 | Committee Organizational Meeting                                  |
|       | - Set up Meeting Schedule   |
|       | - Review Charge   |
| 12:30 | Adjourn   |

The following assignments for Friday were made:

- Eileen – Refreshments, Site set up, Flip chart, overhead, copies of specs, budget
- Dee – Tents with committee names for each committee table, work on reading list
- Tammy – Letter to participants, agenda, roster
- Bob – Name tags, List of listservs, Flip chart
- Louise – Committee charges and task list, project timeline
- Dave – Scribe

**Request for Proposals:** We reviewed the revisions to each section of the RFP. Updated sections are due to Eileen by close of business on Wednesday. Contact information for potential RFP recipients should be sent to Eileen.

**Next meeting:** Friday, February 16, 2001 9am Livonia Civic Center Library

Meeting ended at 1:30 p.m.