

**MiLE Steering Committee Meeting  
Macomb Community College, South Campus  
February 26, 2001**

**Minutes**

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

**1. Introductions; review minutes and agenda**

After introductions, the group accepted the minutes for the February 9th meeting. Louise will draft minutes for the February 16th meeting. There were two additions to the agenda: convention for naming minutes and domain name.

- How to handle minutes? post to the Website: use name of committee, minutes, meeting date; responsibility for Steering Committee minutes will be rotated in alphabetical order beginning with Louise for today's minutes.
- Host sites for Steering Committee meetings? March 23 will be at Lawrence Tech., April 13 will be at a TLN site and Louise will check with Dave about Walsh hosting the April 24 meeting.
- Tammy reported that packets distributed at the Feb. 16<sup>th</sup> meeting were sent to Committee members unable to attend.
- Gary showed the SC the November/December 2000 issue of Library Technology Reports about interloan/resource sharing software.

**2. Listserv management issues**

Bob asked who should be included in the LSTA-2001 overall list for the project. The group decided that all committee members should be subscribed. Others interested in following the project will be referred to the Website for information. Chairs can just send Bob the names and email addresses of new members of their groups and he'll add them to the appropriate lists.

**3. Team issues**

- **Promotion:** Christine reported that the Press Release for MiLE was issued last week to Michlib-L, LJ, Hotline, American Libraries. She will also send to a Health Science Libraries' site and post the final version to the LSTA 2001 list.  
The Website is being set up by Bob Fraser at UM Dearborn. Adriene Lim's proposed logo for MiLE was well received. Louise will give her the group's suggestions to identify it with Michigan.
- **Team memberships:** Tammy is keeping the master list of Committees; Nancy Skowronski, DPL, has been added to the ILL/Circ Team and George Marck, DALNET, to the Tech Team; Eileen is looking for rep from an Endeavor site for the Tech Team; reps from Endeavor and Innovative sites would also be good additions to the Training and ILL/Circ Teams.

- **Domain name:** Eileen is registering "mile.lib.mi.us" with MERIT; the group recommended seeking use of a new domain when available, eg. mile.coop or mile.info. Eileen reported that mile.org and mile.net were already taken
- Louise asked for an interpretation of the LSTA Subgrant General Guidelines II. P. "Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the subgrant period. After the close of the subgrant, fees are a local policy matter."
- **Library Privacy Act:** this Michigan act allows libraries to share patron information with their "agents"; however, library boards (or other governing bodies) of participating institutions will need to approve MiLE as an agent. This is a topic for the ILL/Circ Team.

**4. Request for Proposal document**

Eileen has the document in a file and needs all edits to be given to (or sent to) her right away. The target date for issuing the RFP is March 2nd. The proposed list of vendors to whom the RFP will be sent includes: Clio, *epixtech*, Fretwell-Downing, Innovative, OCLC, Pigasus, and RLG/VTLIS. When the RFP is issued, vendors should only contact Eileen or Louise with questions. Chairs should alert their team members to refer all vendor calls and questions to Eileen or Louise and to let E + L know of any vendor contacts made.

The rest of the meeting was spent going through the RFP sections 1 and 3 through 9. Chairs brought their Team's suggestions and will make sure Eileen has them immediately to create the final document. Eileen will send a final copy to the Steering Committee.

**5. Vendor demo planning**

This item was carried forward to the next meeting.

**6. Planning for Resource Sharing Workshops**

This item was carried forward to the next meeting. Louise will send a reminder to the project list about the upcoming LOM/ATLAS videoconference on resource sharing on March 15<sup>th</sup>

**7. Next Meeting----March 9, 9:30-11:30, Clinton Macomb Public Library, South Branch, 35891 South Gratiot. Map info to get to the library will be posted to our list. Agenda items include: RFP evaluation process; consideration of need for another LSTA grant for Phase 2 of MiLE; questions to ask in the customer reference calls.**

Submitted by,  
Louise Bugg  
March 1, 2001