

ILS RFP Subcommittee  
Meeting Minutes  
Livonia Civic Center Library  
July 28 2016

Meeting called to order by SASUG Executive Committee Chair Paul McCann DEXT, Amy Rosen WHLK volunteered to take notes.

### **Introductions**

#### **Election of officers**

Chair: Amy Rosen, White Lake Township Library  
Nominated by Paul McCann, second Ed Rutkowski, BRIT. All in favor

Secretary: Hilary Savage, Belleville  
Self-nominated, second Joan Rogers, WATE. All in favor

#### **Overview of activities to date**

An overview of the activities that have occurred since the original demos were given in 2014. A "Cliff Notes" overview of responses from the 2014 demos was sent out to committee members for review. Activities from SASUG and SASUG Executive Committee were reviewed.

#### **Overview of timeline**

Celia Morse (TLN) reviewed the timeline that she has created for the upcoming year.

#### **Initial discussion RFP evaluation criteria**

- Celia reviewed the minimum requirements outlined by the SASUG Executive Committee. The document will be sent to committee members.
- Discussion included how focus may be more on the public end of the products rather than the staff side (as was done in the past).
- Discussion of process for evaluation of the written RFPs and live demos- we must be able to justify our decision.
- A handout of suggested evaluation criteria was provided. Committee members were asked to review the criteria, rank them, and return to Celia.
- Suggestions from committee members included that we have plenty of hands-on demonstrations, performing a detailed test of each module individually and as part of the whole system. Also, NISO, corporate history and stability were discussed.
- In the past, on-site visits were done by committee members to evaluate the products in person.
- Other topics of discussion included: BIBFRAME, emerging trends, how the system works for the whole of TLN and for the individual members.

#### **Other items**

Online discussion and participation will be important. All committee members should be signed up for the list serv.

#### **Attendance**

Paul McCann DEXT	Tyson Mock SLYN
Celia Morse TLN	David Silberman NOVI
Karan Schiller SLYN	Irina Kushner OAPK
Kimberly Schaaf SPRI	Sarah Neidert BRIT
Michael Gazzarari REDF	Jennifer Osborne BRIT
Alyson Lobert WALL	Ed Rutkowski BRIT
Hilary Savage BELL	Jim Pletz TLN
Joan Rogers WATE	Jim Flury TLN
James Lenze GARC	Anne Neville TLN
Tina Russette CLAW/COMM	Patty Braden ROMS
Elizabeth Alexander LVCC	Amy Rosen WHLK
Mable Doot LVCC	Colleen Tabaka TAYL