Date: September 10, 2013  
Time: 2:02pm  
Location: South Holland Public Library  
16250 Wausau Avenue  
South Holland, IL 60473  

1. Call to Order: Meg Klinkow Hartmann (Directors Chair), Jeannie Dilger (ILS Search Committee Co-Chair), Shelia Sosnicki, Amy Crump, Rodger Brayden, and Jim Deiters.  

2. Appoint Note-Taker: Jim Deiters  

3. Introductions of Task Force Members: Members of the Directors Task Force took a moment to introduce themselves and describe their experiences with integrated library systems.  

4. Review Vendor Demo Process and Timeline: Dilger explained that the final expectation of the ILS Search Committee is to bring one recommendation from the five RFPs to the SWAN Board for approval. Dilger explained the charge of the Directors Task Force.  

5. Brainstorm List of Features/Issues/Concerns for Vendor Demos: RFP Table 2.1-4 ILS Questions for Narrative Responses was discussed. The Task Force deliberated over the questions to be answered at the vendor demonstrations and a list of these questions will be put together by Dilger (attached). The Task Force studied the RFP questions and proposed necessary information that was not covered in the RFP. Training, online and in-person, will be imperative. Ongoing training is necessary. Klinkow Hartmann asked about the length of time that training will be available. The Task Force discussed the possibility of the vendor providing SWAN staff training and then SWAN staff responsible for member training. Crump described briefly her experience
with open source system and the lack of documentation and training. The Task Force conversed over the open source user community and its merits and limits. Klinkow Hartmann explained the vendor evaluation tool for the five RFPs and Dilger clarified that the ILS Search Committee will make recommendations to the Task Force, bringing necessary evaluations down to two or three vendors. Sosnicki added a question from a SWAN member library regarding add-ons to the standard ILS. Brayden questioned the password and access hierarchy within the potential new system and Dilger wondered about individualizing the look of the OPAC at each library. Klinkow Hartmann asked about integrated e-content and federated searching. RFP Table 2.9-2 Custom Development Services Questions for Narrative Response was discussed. A Task Force member inquired about open source systems and how updates are handled. A short discussion followed. Dilger described Bibliomation, a large consortium in Connecticut, and its five-year agreement with Equinox to work towards self-reliance. The Task Force debated the advantages and disadvantages of open source software. Brayden proposed research on the new ILS’ ability to toggle between modules and accessibility through logins. Crump asked about the financial terms of the final agreement and Dilger explained that the RFP consultant highly recommended that the ILS Search Committee choose the best product—then negotiate maintenance and pricing.

6. Discuss Expectations Regarding RFP Responses: The Directors Task Force members asked Dilger (ILS Search Committee Liaison) about follow-up assignments. The Directors Task Force is not expected to read all 5 of the RFPs. The ILS Search Committee will read all five and narrow the field down to two or three. Then, the Task Force can focus their effort and reading to the chosen RFPs. The Directors Task Force members may be asked to split-up the duties of the Task Force and sit-in on different vendor demonstrations. This will be decided once potential vendors are chosen and demonstration schedules are established.

7. Public Comment: None.

8. Adjourn: The Directors Task Force Meeting adjourned at approximately 4:00pm. The next meeting will be at the vendor demos slotted for the first two weeks of October.
September 10, 2013

List of Questions for Vendors

DOCUMENTATION AND TRAINING

1. Is training typically provided online or in-person (during migration and afterward)?
2. What kind of training is available on an ongoing basis (after migration)?
3. How much time is devoted to each migration training session?
4. Who writes documentation for the ILS?
5. When there are new upgrades or features, how soon is documentation available?
6. What are the costs for ongoing training?

GROUPING, HIERARCHIES, AND CONSORTIAL AUTONOMY

1. In what ways can the ILS be adapted for various library types and sizes?
2. Can individual libraries choose to add certain features that other libraries don’t add?
3. How are individual settings for loan rules and other policies set up? (please demo) How much granularity is available?
4. What changes can we make to naming conventions and standards?
5. Can individual libraries customize their own OPAC? What is customizable, and what is not? What software or content management system is used to make these customizations?
6. How do you provide federated searching? How does this product work with independent libraries that have different database subscriptions?
7. Does your system have individual modules (circ, cataloging, acquisitions, etc.)? If so, do you have to login separately to each module? Is there a way to link modules or to easily toggle between or display two modules?

I also noted for the ILS Committee to keep in mind during contract negotiation: terms for maintenance, and cancellations.