
Absent: N/A

Visitors: Brande Redfield, SWAN Office Manager

Meeting called to order at 9:34 a.m.

Note taker: Brande Redfield

Introduction of Task Force Members
The group provided a brief introduction and list of their respective positions and libraries.

Review Vendor Demo Process and Timeline
Aaron gave an overview of how the timeline was developed and what the ILS committee has been working on, as well as how the decision was made to begin searching for a new ILS and to use an RFP process to find the optimal new system for SWAN.

Anthony noted that because the final vendors have not been selected for demos, all six tentative demo dates in October should be kept open. It is hoped that the ILS committee will have the choice narrowed down to 2-3 vendors by September 20th.

The group discussed data migration complexity to both new vendors and to Innovative, if Sierra was chosen. Some data currently in use will likely not be able to be moved over, whether to Sierra or to a new vendor’s system. However, it is important to envision new advantages and abilities in the systems being evaluated, and the ability to request certain functions be developed for SWAN. Molly requested statistics on the usage of various features in the OPAC; Aaron and Lauren will look into being able to provide this information to the group for review.

Brainstorm List of Features/Issues/Concerns for Vendor Demos
Anthony opened the discussion by asking for feedback on specific RFP questions that were previously provided to the group. The group discussed the draft questions at length in order to develop a more detailed list, with Anthony writing down new questions generated by the group.

Stacy advised the group that holds will also need to be examined in detail, since that falls under the responsibility of the OPAC group. Aaron raised the question of how important it is to the member libraries that our system is able to display results in different languages.
The group also discussed a variety of topics while a detailed question list was formed, including search features, history, and results, reference modules, FRBR, call number displays, data integration and presentation, filtering, patron records, and ADA options for the OPAC.

**Discuss Expectations re: Reading RFP Responses**
All proposals received have electronic copies posted on the SWAN website under the ILS Search tab. Aaron noted that it would be helpful for Task Force members to read sections of the proposals specific to the OPAC prior to the vendor demos in order to be more familiar with specific vendors.

**Upcoming meeting dates:** Electronic communication will be provided amongst task force members. A future meeting date is not yet determined.

**Meeting adjourned at 12:40 p.m.**