SWAN ILS OPAC Task Force  
October 2nd, 2013  
RAILS Burr Ridge  
125 Tower Dr., Burr Ridge IL 60527

Present: Aaron Skog, Anthony Andros, Lauren Peltier, Stacy Wittmann (arrived at 1:40 p.m.), Molly Bitters, Marilyn Oorbeck, Sarah Kurpiel, Keisha Hester.  
Absent: Louise Dimick  
Visitors: Brande Redfield, SWAN Office Manager  
Meeting called to order at 1:31 p.m.  

Note taker: Brande Redfield

Approve Minutes for September Meeting  
Marilyn moved to approve the meeting minutes from September 6th, 2013. Molly seconded. The motion passed via unanimous voice vote.

Confirm Schedule of Vendor Demos  
The task force reviewed which vendor demos they are scheduled to attend as a group. Anthony reviewed the duplicate session offerings in case any task force member wanted to switch. Aaron mentioned that task force members are welcome to attend any sessions that they like, but were only registered for the three OPAC sessions as mandatory for review as a group.

Review Vendor Demo Process and Timeline  
The task force reviewed the timeline to date. They discussed potential references for all three vendors out of their current customers. The task force will review the information available on customer websites for reference. The members plan to look in more depth at how these systems are being used at various types of libraries and consortia. Task force members broke down the customer list to call individually in order to obtain more information on how the products are working for them.

Review and Prioritize Questions for Vendors  
The group discussed the importance of getting clear answers for the most pertinent vendor questions, and who should lead the discussion during the demos. The role of SWAN in the active development of features for a new ILS was examined. The importance of FRBR was discussed.

Questions previously proposed for the vendor demos were reviewed in detail to determine which questions were the most important to cover with vendors.

The vendor tutorials as posted on the SWAN site were reviewed by the task force. The group also reviewed the meeting room setup and how the vendor questions would best be delivered.

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

Meeting adjourned at 3:28 p.m.