

EXECUTIVE BOARD MEETING
November 21, 2000
Marmot Office

MINUTES

I. PROCEDURES

Members present: Valerie Horton (academic libraries), Peggy Martin, Vice President (public libraries), Donna Miller (school libraries), Christine Painter, President (at large), Jane Ulrich (library systems), and Richard Woods (ex-officio).

The Minutes of the Executive Board Meeting of September 21-22, 2000 were approved. The Board approved the agenda as proposed.

II. REPORTS

A. Alternative System Evaluation Committee Report

Valerie Horton, Co-Chair, of the Alternative System Evaluation (ASE) Committee presented its final report and recommendations to the Board. The recommendation of the final report, as written: "After evaluating both Innovative Interface and Sirsi, the ASE Committee believes that Innovative Interfaces is the best library automation system for the Marmot Library Network. We recommend that Marmot enter into contract negotiations with Innovative Interfaces. However, if these negotiations do not result in a satisfactory contract, the committee recommends Sirsi as an acceptable second choice."

The ASE Committee report includes a review of the evaluation process, list of strengths and weaknesses of each system and issues for contract negotiations with each vendor. Attached to the report was a review of the evaluation process, entitled "Issues in Marmot's Alternative System Purchase", by Joseph Ford, Consultant. The consultant reviewed sixteen documents of ASE Committee activity including the RFI, the evaluation criteria, committee meeting reports and lists of vendor and site questions. The consultant found "ample evidence of a rigorous process, with a high degree of interaction between the committee and potential vendors". In reviewing the evaluation criteria, the consultant found "these Criteria detailed and comprehensive, and a key indicator of a rigorous and responsible process". Also, he found that "the two final vendors are responsible choices, and the ASEC has been prudent and responsible in choosing these two vendors". Also, the report outlined several issues to pursue in contract negotiations.

Board accepted the final report of the ASE Committee and thanked them for their work. The Board will issue a memo of appreciation to the members of the committee with copies to their supervisors. Rick Woods will draft a memo for the Board President to sign.

Rick Woods will have the final report of the ASE Committee posted to the Marmot web site. The report will not include the list of vendor strength and weaknesses because of the selective and subjective nature of the report. A list of site contacts and visits will be attached. Also, answers to questions posed by attendees at the vendor demonstration sessions will be posted to the web site.

The Board instructed Rick Woods to follow the recommendation of the ASE Committee and begin negotiations with III. Plans for contract negotiations will be presented later in the agenda.

B. Director's Report

Rick Woods reports that Marmot staff has been able to meet the schedule for all of the LAN installations. The installations for all of the elementary schools should be completed in early December, in just the nick of time to qualify for the grant funding.

Rick announced that he was planning to adjust equipment purchase and maintenance pricing in December. Prices will be adjusted to reflect that cost of goods has been decreasing, especially for microcomputers. Also, he plans to reconfigure workstations (by separating application software) to reflect the upcoming move to a web-based system environment. For example, NoveList will be removed from workstation pricing. He has renegotiated Marmot's subscription for NoveList on the web. The standalone version has been discontinued. The price has been cut in half and the subscription can be accessed from any Marmot library or from any web site with a library card number gateway.

III. OLD BUSINESS

A. CARL Contract Renewal

Rick Woods reported that he discussed the four changes noted at the last Board meeting with CARL staff. The reference to the system agreement has been reinstated and that the prices which were increased arbitrarily have been corrected. Regarding the price increase caps on CARL software, CARL has said that they will not agree to price caps for the future since they do not regard this as a multi-year agreement. In other words, CARL expects that our contract will terminate as of September 2001 and that it will not be renewed. Despite what Rick Woods described as a sleazy contract

move, he suggested that the Board approve the contract with the understanding that if Marmot has not converted to a new system by September 2001 and has to renew the CARL contract, there is no limit to what price CARL may decide to charge for a renewal. The Board approved the contract renewal.

IV. NEW BUSINESS

A. New System Acquisition

Rick Woods reported that he plans to try to negotiate a satisfactory deal with III in December that would lead to a completed contract in January. If III negotiations fail, he plans to turn to Sirsi right away. Joe Ford, consultant, will be assisting with the development of the contract. The Board approved the contract negotiation plan and Joe Ford's participation in the process. If Rick thinks that Marmot should begin negotiations with Sirsi, he will contact each Board member for their approval. Absent a unanimous approval of the Board, Rick will request a special Board meeting to discuss the situation.

Rick said that he had tentatively arranged for Joe Ford, consultant, to work up vendor profiles for III and Sirsi on their business health, technology, and support record and to attend a Board meeting to discuss his findings. Rick's intention was to provide additional information to the Board, which he thought would be grappling with a decision about which system to select. In light of the ASE Committee recommendation and the Board's decision to pursue a contract with III, this information may not be necessary. The Board decided to table the plan for Joe Ford to develop vendor profiles unless III negotiations are not satisfactory and the Board decides to try for a better deal with Sirsi.

B. New System Implementation

Melinda Chesbro, Member Services Manager, presented the first draft of a new system implementation plan. The plan details steps to be taken for data conversion and cleanup, system profiling, hardware and networking, training, and cutover. Most libraries would migrate to the new system in June with some school libraries migrating to the new system in August.

The Board approved the overall direction of the plan and asked Rick Woods to assemble an advisory task force of representatives of member libraries to review database profiling. The Database Profile Task Force should begin their work in March 2001 and complete the review in April 2001.

C. Executive Director Performance Objectives

Rick Woods presented the Executive Director Performance Objectives for FY 2001 (October 2000 ♦ September 2001). The main focus of this fiscal year (and next year) will be to acquire and implement a new library system, replacing the CARL library system. Also, the Board has requested a review of consortium governance, library services, pricing, and staff resources. The acquisition of a new library system converges well with the Board ♦s organizational review. The performance objectives include the acquisition and initial implementation of a new library system, upgrading the telecommunications network, updating LAN and equipment maintenance services and pricing, and the Board ♦s organizational review. The implementation of a new system will greatly affect ongoing operations so all staff will be focused solely on preparing the environment to install a new system and learning how to manage it. The Board accepted the performance objectives for FY 2001.

D. Next Board Meeting

The Board will be holding a special meeting on January 30-31. The February meeting has been rescheduled to March 1-2. The April 12-13 meeting will be held as originally scheduled. The next Board meeting on January 30-31 will focus on vendor selection (hopefully, with a III contract in place) and include the annual auditor ♦s report, new system implementation plan review, and a review of services and pricing.