

MontanaLibrary2Go Executive Committee Meeting
Monday October 30, 2017

Executive Committee member present: Susie McIntyre (chair), Cara Orban, Stef Johnson, Annie Algiers, Rachel Rawn

Guests present: Kelly Reisig (Sidney-Richland County Library)

Susie McIntyre started the meeting by clarifying who was in attendance. Susie welcomed Kelly Reisig as a guest. Cara Orban reminded the Committee that we needed a volunteer to take notes. Susie volunteered to take notes.

Susie asked each executive committee member to say how they felt about the current RFI proposals from Baker & Taylor, Biblioteca, Cengage, Facts on File, Overdrive and Recorded Books. Most members felt that we needed more information. Both Stef and Rachel noted that it was very important that any company (other than Overdrive) that we considered would need to provide assistance in moving our existing titles without charge. The executive committee agreed that we were not interested in the proposals from Cengage (only nonfiction eBooks offered); Facts on File (only videos offered); and Recorded Books (did not answer RFI questions.) The current proposals that we are considering are from Overdrive, Baker & Taylor and Biblioteca.

Cara shared a screen of a draft email to the membership and the committee discussed the email. We agreed that we would like free trials and demonstration webinars from Baker & Taylor and Biblioteca. Susie will get those from both companies and include them in the informational email. We agreed that we would not need to have a webinar or free trial from Overdrive as we are currently using their product.

We discussed a timeline of the process. We will hopefully get the membership email out this week. The webinars will probably be November 15th and 16th. We agreed to schedule two conference calls to discuss the RFI proposals during the first week of December. (Cara will send out a poll to decide on the days and will set up the conference calls.)

We had a long discussion of when to have a vote. We did clarify that any vote by the membership would not be to choose a new vendor but would be to request the Montana State Library to move forward in the process for a Request for Proposals from vendors. (Cara will find information regarding the RFI and RFP process to link to in the membership email.) We also clarified that if we did change vendors, the likely timeline would be awarding a new contract for fiscal year 2020 (July 2019). Some members of the executive committee felt that we should have the membership vote on the RFI proposals at the April 2018 membership meeting. Susie felt that it was important to allow for face to face conversation on the issue. Other members of the committee felt that April 2018 was too far from the current process. Susie argued that it would be important to be able to provide the membership the promised information regarding the new cost-share formula "metrics for success" before voting on any vendor changes. The committee compromised by deciding to have a vote in mid-January—after we have evaluated the new cost-share formula but not waiting all the way until April.

Susie agreed to make changes to the draft email for the membership and then send it out to the membership and cc the executive team.

Susie asked if there were any other items that the executive team would like to discuss. No one had any items. Susie reminded the executive team that Annie's and Jonna's and Susie's terms would be up in October 2018. Annie and Jonna are eligible to run again, but Susie has served her full number of terms. She will hand off the chair position when her term is finished in October 2018.

Susie thanked Cara for all of her work on the RFI and on setting up the executive committee meetings. The rest of the committee agreed and thanked Cara for her efforts.

Notes respectfully submitted by Susie McIntyre October 30, 2017