

**London Libraries Consortium  
Contract Monitoring  
Minutes of Meeting No 2**

**Date: 2<sup>nd</sup> June, 2005**

**Time: 1.30 – 3.00pm**

Agenda Item	Discussion	Agreed Action
<b>Present</b>	Dylan Champion (LBH – Chair), Ann Rennie (LLC), ██████████ (Wandsworth), ██████████ (Red), ██████████ (DS), ██████████ (DS), ██████████ (DS), ██████████ (DS)	
<b>Apologies</b>	██████████ (Waltham Forest)	
<b>1. Contract Progress</b>	See attached sheet	
<b>2. Schools Library Service</b>	Upgrade to the Data Base (Server not client) is needed prior to roll out of this module. Config docs to be provided and demo arranged asap. No go live date agreed as yet	<ul style="list-style-type: none"> <li>• DS to supply Config docs for completion by boroughs</li> <li>• Upgrade to be completed over the Bank Holiday Weekend in August. Start at 5pm on Sunday aim for completion by end of Bank Holiday Monday. Boroughs to advise staff they may need to open in Fall Back on Tues as a back up plan.</li> <li>• DS to provide some demo dates for Schools Staff</li> <li>• Ivor to provide a draft Project Plan asap</li> </ul>
<b>3. Inter Lending (DS did not attend for this part of the meeting)</b>	A general discussion about how we might share the inter lending resource across the consortium had taken place at the Operation Team meeting. After a general discussion with the board the following was agreed. The Operation Team would provide a report for the next meeting identifying options / benefits of the following:	Ann to co-ordinate with Operational Team

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	<ul style="list-style-type: none"> <li>• Review Foursite Process</li> <li>• Review Wandsworth Process</li> <li>• Discuss options for change of process particularly around receipting with DS</li> </ul>	
4. ISBNs	<p>Because of a small change in the system an issue was identified which has caused both Redbridge and Havering difficulties with orders. They are receiving Hardback instead of paperbacks which has budget implications. DS advised that they had provided a list of errors, although this was not available at the meeting</p>	<p>It was agreed that Havering and Redbridge would review the list and assess the cost of the error and discuss with DS at the next meeting. (If the cost is very high then the boroughs would be looking for some compensation and the issues would need to be raised before the next meeting) Martin for Redbridge and Ann for Havering will assess the position</p>
5. Management Information	<p>Jane raised her concerns re the outstanding MI issues. This had been outstanding for many months and still did not seem to be moving forward.</p>	<p>It was agreed that</p> <ul style="list-style-type: none"> <li>• DS would review Report descriptions, header, dates etc. and amend as appropriate</li> <li>• The Operational Team would continue the systematic approach to quality checking the standard reports. DS would need to agree sometime scale for completion of the identified errors</li> <li>• All technical errors (runtime errors) to be reported to the help desk</li> <li>• PLSS descriptions to be sent to Jane for review / comments and amendments</li> <li>• The amount of reports available to be reviewed and possibly streamlined</li> </ul>
6. Invoice Payments / arrangements (DS did not	<p>Jane discussed her difficulty in identify what particular invoices raised by Havering were for</p>	<p>Ann reviewed the process with Jane at the end of the meeting and a new process has been agreed</p>

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attend for this part of the meeting)		
7. EDI Quotes	Boroughs are still experiencing difficulties with this process the latest one is around not receiving authorisation e mails. DS suggested a meeting with Book Suppliers, Boroughs and DS to try and resolve the issues in the short term. DS advised they are looking to streamline this process in the longer term.	Deborah / Ann to arrange a meeting asap
8. AoB	<p><b>Escrow</b></p> <p>All comments agreed from Havering Legal. John to add revised comments to the Appendix and issue</p> <p><b>Census Data on View Point</b></p> <p>There seems to be some odd ethnicity data on the view point list. It was agreed that we should be using the Census data.</p> <p><b>Waltham Forest</b></p> <p>Katherine [REDACTED] is on annual leave and Keith [REDACTED] was unable to provide an update for this meeting</p>	<p>Ann to check Redbridge agree with this and the provide DS with the appropriate list. This needs to be changed as part of the upgrade to version 2.5</p> <p>Ann has requested an e mail update the Board with the position asap. This will be circulated for information.</p> <p>Deborah to meet with Keith next week</p>

Next Meeting: 17<sup>th</sup> November, 2005 Time: 11.00 – 1.00pm

Venue: Central Library, Ilford