London Libraries Consortium
Contract Monitoring
Minutes of Meeting No 3

Date: 14th December, 2005

Time: 2.00 – 5.00pm

Agenda Item	Discussion	Agreed Action
Present	Ann Rennie (LLC), [redacted] (Wandsworth), [redacted] (Red), [redacted] (DS), [redacted] (DS), [redacted] (B&D)	
Apologies	[redacted] (Waltham Forest), Dylan Champion (LBH),	
1. Pre Meeting	30 minute discussion with partners prior to DS joining the meeting. Items discussed were: • DS Maintenance agreement annual increase in costs. Copy of new charges shared • Options for LLC joint acquisitions / cataloguing and inter lending. What is the LLC position? After a general discuss it was agreed that the options to reviewed are; 1. Outsource to Supplier 2. Amalgamate Bib Services across the partnership Trevor has requested back copies of Board Meetings.	• Ann to work with Operational Team to identify and cost options. • Board to raise issues with Ds and ask for costs to accommodate required options Ann to supply via e mail
DS Reps Joined the meeting		
2. Contract Progress	See attached sheet	
3. Satisfaction with	Having reviewed the progress	Ann to draft questionnaire which

Agenda Item	Discussion	Agreed Action
Facilities Management and Support Services from DS	against the contract it was agreed that we do not seem to be reviewing the support/ FM provision.	measures FM Services which will include • Management Information • Invoices / Costs • Upgrades • Helpdesk performance This will be reviewed at each Operational Board Meeting
4. DS Roadmap / options for the LLC	John briefly went through the DS Roadmap for this year. A technical meeting will take place in January to evaluate the options by authority and as a partnership	
	• **ViewPoint 3.0** This module will sit on a new platform and allows further functionality including enhanced searches, change of pick up branches, cancel reservations, waiting list positions etc.	Further discussions will take place at the Technical Meeting. This upgrade will incur costs for hardware and software. DS to quote by authority. Available Q2
	• **ArteMIS management information** Provides new front end for MI Workstation. This is a chargeable enhancement	It was agreed we would review this again in 12 months
	• **Online Payments via OPAC** This will allow customers to pay against their Open Galaxy account using Credit or Debit cards.	Wandsworth have expressed an interest in beta testing this for DS
	• **Payment interface to corporate finance system** Acquisitions available now with planned Cash Management currently in test. EDI still in development	Further discussions on the options at the Technical Meeting. DS to confirm costs
	• **CIVIS 2** Options to add data events is available in module	Havering raised concerns re meeting one of the Priority Service Outcomes. DS to review options again

Agenda Item	Discussion	Agreed Action
	• **RFID** DS advised there is a three month lead time if they supply all services. Both B&D and Havering would be working to Nov 06 timescales pending costs.	DS to confirm costs Once technical meeting has taken place and the costs are received. LLC will decide on which modules will be required and by which authorities.
5. Options for LLC joint acquisitions / cataloguing and inter lending – what can DS offer	Martin explained to DS that we are at how we might combine our stock purchasing and computer systems to improve the efficiency supply chain. We are reviewing the options of one borough managing the support services with the branches receipting the items. Open Galaxy does not currently support this business process easily.	Ann to draft concept doc with Operational Team. DS to review doc and provide system options / enhancements required including costs and time scales.
6. Sale of withdrawn library books – what are the DS options?	Jane asked DS if their were any development plans for dealing with withdrawn stock	DS advised this is currently not on the roadmap
7. Update from B&D	B&D Web Team Still raising concerns re VP. Joe will be having a telephone discussion with DS Technical Team next week to review issues and agree way forward. Waiting for Legal response from FFW Learning Stream line ordered due for delivery 12th Jan 06 Data extract ordered from current supplier Circulation training has been arranged. Training timetable agreed	DS advised any delay in resolving this will impact on the go live date Ann to chase Further discussions on how we might link this up with the partners to provide resilience.

Agenda Item	Discussion	Agreed Action
	Acquisitions and Cataloguing training to be shared with WF B&D also confirmed they are pursuing the Smart Card Option	
8. Update from Waltham Forest	No attendance from WF. Go live on schedule for 16th Feb	Ann raised concerns re no contact from their Legal Department. Ann to ring Katherine tomorrow
9. Redbridge position re team representative for future meetings	Martin advised that Helen would be the Redbridge rep at the Operational Board when Madeline leaves the authority	
8. AoB	**Data Mailers** Ann asked Board if they wanted to review the use of plain data mailers.	All agreed they would like to continue with current format. B&D currently use pre printed. Trevor to discuss internally and advise the B&D position
	Back Up Logs Deborah produced a copy of the Back up log. Jane to produce this to audit	Deborah to bring a log sample to each board meeting
	Version 3 Upgrade Upgrade is scheduled for 31st December /1st Jan. This work is chargeable	
	Book Jackets This is still outstanding	1) DS advise they are having problems with the licenses. They will chase Nielson again Redbridge position re team representative for future meetings

Agenda Item	Discussion	Agreed Action

Next Meeting: 14th June, 2006 Time: 1.30 – 5.00pm

Venue: Central Library, Ilford