

**London Libraries Consortium
Additional Project Board Meeting
Minutes of Meeting**

Date: 15th September, 2006

Time: 1.30 – 5.00pm

Agenda Item	Discussion	Agreed Action
Present	Ann Rennie (LLC), ██████████ (Wandsworth), ██████████ (Red), ██████████ (B&D), Dylan Champion (Hav) ██████████ (WF), ██████████ (part of the meeting)	
Apologies	██████████ (Richmond)	
1. Mins of previous meeting	Agreed	
2. Matters arising	Schools Library Service in Redbridge are now much happier with the SLS module and continue to work with DS to deliver this. Havering Schools Library Service are expected to go live in spring 07	
3. Expansion of the LLC Partnership	<p>On behalf of the LLC Ann has been in discussion with the following boroughs who are interested in joining us</p> <p>The board raised concerns about the management of the project as it increases in membership.</p>	<p>It was agreed that we need to complete the setting up of the LLC as a legal entity in the first instance.</p> <p>The Board will need to consider future management and development of the project at the next meeting</p>
4. Shared Bib Services	EDI Workflow document was discussed, and it was agreed that all partners would need to implement	Ann advised that the payments interface quoted was for 7.5k capital and 1.5k

Agenda Item	Discussion	Agreed Action
	<p>this as a starting point. Havering have received the Payments Interface quote and are currently waiting for the EDI Invoice quote from DS.</p> <p>Post this implementation Havering and Barking and Dagenham to run a pilot for shared services. This to be evaluated and fed back to the board for discussion on future developments</p>	<p>revenue. Ann will request a formal quote for this and EDI quotes for the other partners</p>
5. RFID	<p>Havering, Barking and Dagenham and Waltham Forest are all interested in implementing RFID. All partners have been looking at this separately. This may mean we miss the opportunities of economies of scale and we also all need to consider the movement of stock within our boroughs and confusion for our customers</p>	<p>Ann to arrange demos, costs and visits to reference sites for the following suppliers</p> <p>Post this piece of work being completed report to be produced for Board to consider. This will need to be completed within a month to six weeks to meet the lead time for some suppliers</p>
6. Amazon	<p>The option to have a link to Amazon from the upgraded version of Viewpoint is currently active although the negotiation of the referral fee and not been done.</p>	<p>After a general discussion it was agreed to make the LLC on referral to Amazon and any income to be kept in a port for future developments</p>
	<p>Ann gave examples of boroughs were this has been activated and details of income generated</p>	<p>Ann to action</p>
	<p>Clive Morton left the meeting</p>	
7. Upgrade to OG v.3.1	<p>All boroughs very unhappy with the upgrade. This has been fed back to DS. It was agreed that we need to share the testing more and ensure this is more rigorous before going live</p>	<p>Ann to feed back to DS and the Operational Team</p>
8. Banning Procedures	<p>After a general discussion about banning procedures it became clear that all partners do something different.</p>	<p>It was agreed that if someone tried to use a card from an authority they had been banned from in a partner authority this should be referred back to the authority who issued the card.</p> <p>If they have been banned from one authority but had a card from another for the moment they could still use the card in</p>

Agenda Item	Discussion	Agreed Action
		the authority it was issued from. Martin to refer back to his legal people for further advice
9. Fines / Fees and Charges	There was a general discussion about the difficulties of bring these costs into line within the individual authorities, but there was agreement that we should bring loan periods and renewals etc. into line	Jane to draft a suggested agreement, and share with board if agreed then this will be implemented in all authorities.
10. BDS	We have now received the quote for the catalogue clean up which was There was a general discussion about when was the best time to do this, and how we get new partners to undertake this process before joining us.	It was agreed that end Jan 07nwas the best time post the Richmond go live. Ann to advise BDS. It was also agreed that BDS would need to continue to invoice us individually until further notice.
11 AoB	None	

Next Meeting: 19th January, 2006-09-19
Time: 1.30 Partners – 2.30 DS to attend
Venue: Barking and Dagenham