

**London Libraries Consortium  
Contract Monitoring  
Minutes of Meeting**

**Date: 3<sup>rd</sup> July, 2007**

**Time: 1.30 – 5.00pm**

Agenda Item	Discussion	Agreed Action
<b>Present</b>	Ann Rennie (LLC), ██████████ (Wandsworth), ██████████ (B&D), Dylan Champion (Hav), ██████████ (DS), ██████████ (DS), ██████████ ██████████ (Rich), ██████████ (Wands), ██████████ (New), ██████████ (TH), ██████████ (DS), ██████████ (DS), ██████████ (DS)	
<b>Apologies</b>	██████████ (Red), ██████████ (WF)	
<b>1. Mins of previous meeting</b>	Agreed	
<b>2. DS Roadmap</b>	Nigel from DS present the DS Roadmap to the Board	Copy of the slides attached  It was also agreed that DS would undertake a technology review in the near future, to either Operational Team and or technical people from each authority
<b>2. Review of contract performance</b>	contract monitoring doc reviewed  The following areas were identified as needing improvement	
	System back up data. Audit have raised concerns over log which listed errors  Upgrade – Issues of late notices were discussed. Also the issue of having to visit each PC has not been resolved  CiViS2 – still not delivered and now training cancelled because of hardware fault  Wandsworth On Line Payments. Although this has still not been delivered. Current position is test	DS to provide an explanation if error is listed in the log  DS attempting to work with Technical people from each borough to try and roll out V3.1.12 remotely. Ray to provide plan by tomorrow  Training re arranged for 31 <sup>st</sup> /1 Aug with roll out the following week

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	<p>files have been sent both ways, work ongoing with Wandsworth IT to arrange further testing between OG and Radius. Go live date end July</p> <p>RFID – Rollout to Upminster has been delivered. Issue with Counter service because of OG upgrade. These issues need to be solved before 24th July</p> <p>Disaster Recovery – Audit have raised concerns about testing of the disaster recovery process from DS.</p> <p>There are some gaps in the data we hold about address and post code of site where back up tapes are held</p> <p>Newham go live</p>	<p>RFID to be provided to B&amp;D by end Sept. Tagging station to be available now – Ray to arrange</p> <p>DS to provide a validation statement</p> <p>DS to provide</p> <p>DS to confirm what cover will be provided to LLC during go live of Newham</p>

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<b>4. LPSN Options</b>	Testing for LPSN is still with Synetrix and Havering IT.	Dylan to chase
<b>DS representatives left the meeting</b>		
<b>6. New partners</b>	Prospective new partners are	Board agreed to accept these partners as part the LLC.  To date we a provisionally working towards the following dates
<b>7. Legal Entity</b>	Board had a general discussion about how to progress this. Richmond will have a problem getting sign off to do it as it stands	Ann to contact Martin for an update from Redbridge Legal about the position Board would also like them re e state the need for this is a written statement with an attached list of any issues raised by the authorities
<b>8. Annual Increase</b>	Board advised Ann they have not received this	Ann to attached the mins
<b>9. BDS/Nielson</b>	Board agreed that contract should be awarded to for Electronic Book and AVE records	Ann to advise
<b>10. Better Stock Better Libraries</b>	Ann updated Board on recent Supplier day held by the MLA.  MLA had asked LLC to provide them with an agreement in principal to sign up  Whilst most of Board have agreed in principle they would be keeping a watching brief and continue the LLC plans for Joint Bib Services etc.	B&D – Yes Richmond – Yes Newham – Yes Wandsworth – Undecided WF – Non attendance of the meeting Red – Non attendance of the meeting Havering - Yes
<b>11. AV Material</b>	Ann shared with the Board her plans to speak to suppliers re AV material	Board interested in e books and downloads.
<b>12, Shared Reserve Stack</b>	Ann raised the issue of shared reserve stacks and shared ILL services across LLC	It was agreed to get a report run of all those items across LLC where more than 5 copies

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		where held. We can then identify the extent of the problem and who should hold what etc.
<b>13. Rotation Plans across LLC</b>	It was agreed to continue with the request for system enhancement and review at the next meeting	
<b>14. Audit responses</b>	Some discussion was had about our influence with Audit.	Continue to review how we might deal with this in the future
<b>15. AoB</b>		

**Next Meeting: 6<sup>th</sup> December, 2007**

**Venue: Stratford**