

# V-Cat ILS Evaluation and Review Committee

## Meeting Notes for Thursday, May 12, 2022

This meeting was held at the WVLS Office. Remote attendees are marked with an \* below.

### 1. Call to Order

The meeting was called to order by A. Johnson at 9:40 a.m.

### 2. Roll Call

Committee Members Present: A Johnson (MCPL), H. O'Hare (Tomahawk), K. Zimmerman (WVLS), C. Luebbe (MCPL), K. Heiting\* (Granton) (left at 10:37), E. Brewster\* (Three Lakes), D Frandup\* (Antigo) (arrived at 9:57)

Committee Members Absent: A. Polinski (Rhinelander), R. Metzler (WVLS), M. Handel (Medford)

Others Attending: M. Pregler\* (Antigo)

### 3. Approval of Agenda

No one requested changes to the meeting agenda

### 4. Prepare WVLS/V-Cat Request for Information Document for Distribution to V-Cat Council, Vendors

The committee completed a page by page review of the WVLS/V-Cat Request for Information Document for Distribution to V-Cat Council, Vendors.

The committee agreed that final edits could be made by K. Zimmermann following the meeting.

The committee adjusted the timeline for RFI responses and product demonstrations.

### 5. Establish timeline for WVLS-V-Cat Request for Information Document Distribution

The committee adjusted the timeline for RFI responses and product demonstrations, as outlined in the updated draft RFI document.

K. Zimmermann will send RFI draft to the Committee, Library Directors and V-Cat Council Representatives one more time before distribution to vendors.

### 6. Review of Vendors to Consider

The committee reviewed the list of products to consider:

**Symphony**

**Polaris**

**Sierra**

Apollo (Biblionix)

**Koha (Bywater)**

**Evergreen**

Verso (Autographics)

**Carl.X (TLC)**

Bibliovation

Products listed in **bold** had been tentatively chosen at the previous meeting. Discussion continued. The Committee considered adding Bibliovation to the list, then decided to stay with the six chosen at the April meeting.

E. Brewster moved that RFIs be sent to the following six vendors: Symphony, Polaris, Sierra, Koha, Evergreen, Carl.X . D. Frandrup seconded. Motion carried.

#### **7. Discuss ILS Scoring Matrix**

The committee briefly discussed how products would be scored and the need to assign relative weight to the different sections, for example: circulation may be weighted more heavily than inventory.

K. Zimmermann reported that Milwaukee County Federated Library System's review process scored products multiple times:

After RFI

After demos

After getting information from libraries which have the product.

Each section got total and average scores.

#### **8. Request for Future Agenda Items**

The committee anticipates that the meeting will fall in the period between the sending out and return of the RFIs

The committee will work on a standard list of specific questions to be asked at each demonstration and a scoring matrix at the next meeting.

#### **9. Set Next Meeting Date**

Thursday, June 9 from 9:30 – 11:30 a.m.

#### **10. Adjournment**

H. O'Hare moved to adjourn the meeting. D. Frandrup seconded. Motion carried.

Meeting adjourned 11:35 a.m.