

Meeting Minutes, April 14, 2008
Statewide Database Advisory Committee
Oregon State Library, Salem, OR

Meeting called to order 10:05a

In attendance: Faye Chadwell, Karen Clay, MaryKay Dahlgreen, Victoria Ertelt, Mary Finnegan, Tony Greiner, Darci Hanning, Jim Scheppke, Linda Weight.

Wylie Ackerman and Aaron Munter dialed in through teleconference number.

Introductions

Agenda review: added item: LearningExpress

Review Approve 2/11/2008 Meeting Minutes:

Fix: Gayle to be Gale.

Aaron Munter moved that the minutes be approved with modifications noted, Mary Finnegan seconded. Minutes were unanimously approved.

Procurement Process and Ethics Discussion:

Denna Coleman is the procurement person assigned to us. She may be contacted through MaryKay.

Who committee members can talk to during which point in the process:

For example, it can be considered that we're in the market research phase now (until the RFP is released) – so committee members are free to discuss products, etc until then.

During the solicitation – all communications should go through the state procurement office. Direct everything to Denna who will communicate with potential/actual respondents. Denna will come to MaryKay/SDLAC as needed (for clarification, etc) and will run any communications by us before responding.

Denna will put together a potential bidders list. State agency staff will also pass on vendor information to her as well. (This will be a pretty short list).

After the proposals come in, committee members and evaluators can only evaluate based on the information received from the bidders.

Conflict of Interest form from DAS: everyone on the evaluation committee will need to sign. *There will be a packet that will go out to all the evaluation committee members, Denna will assist in putting this together.*

Committee members are allowed to talk to vendors about other products outside of the project but any potential or ongoing relationships should be identified as a potential conflict of interest for review. Chances are it won't be an issue – everyone just needs to disclose all potential conflicts, relationships, etc, including any responsibilities you have in selection or purchasing of databases.

Denna and procurement management will review all forms – public perception is important during the process.

If a reviewer's scores seem out of whack, SDLAC/Denna can confirm and discuss. Reviewer can change their scoring (e.g. when something was overlooked or misunderstood), it just needs to be documented.

Bidders' Conference: potential bidders come and ask questions; we provide clarification. The session is documented and distributed to all potential bidders as addenda. We should plan on scheduling a conference with folks from SDLAC in attendance (teleconference). It will not require that all SDLAC members participate.

Timeline for bidder's conference – after the RFP is released but before the deadline for proposals.

There is no longer a 5-year limitation for the duration of a state contract – something for us to consider.

Showcase Plan:

SDLP/SDLAC

Promote the showcase; that's where reviewers will be recruited as well.

Review of SDLP/SDLAC FAQ

Darci will update based on comments made at the meeting. See updated version on the SDLAC Wiki.

Usage stats:

Academic usage has increased over time and outnumbers public usage almost 10 to 1. Public library usage issues? We can ask

- Barcode to sign in
- Hard to use interface
- Staff and/or patron training
- What are best practices? (get this from EBSCO?)

- What are other public libraries usage stats like?
- Website design issues/impacts?

Take this opportunity to ask public librarians what issues might be preventing use!

Cost model was somewhat based on usage stats at one point but not re-modeled this last time.

Darci will send out graphs based on usage and remove committee member list.

OSL Staff will make 100 copies of handouts – two pages: one with info and one with the graphs. Faye will create posters of the graphs/stats. Mary Finnegan will create/bring a sign. Sign-up sheet for evaluation committee (OSL staff). Notebook of additional information (OSL Staff).

As many committee members as possible are welcome to staff the showcase: Friday 8:30a-10:00a.

Report on new members:

Three terms are expiring (Position #1: Public Library Serving less than 25,000 and Position #2 - Academic Library from Oregon University System), and one (Position #6: School Library drawn from OASL membership) is currently vacant. Positions are expected to be filled during the OASL board meeting in May.

For positions not drawn from OASL membership, OSL staff solicits for nominations as they expire or become vacant and puts together an online nomination form. At the end of the nomination deadline, the nominations and a ballot are put together for the LSTA Council packet in preparation for the next meeting (May 16th). The LSTA Council will vote and the outcome will be communicated to all nominees.

RFP Update:

Draft RFP submitted and Denna Coleman has been assigned to us. The draft is available on the wiki

Wiki: everyone has been set up with access and can add to the wiki as needed. The wiki can also be made available to

Evaluation Process and Committee:

1. SDLAC members will all be participating in the evaluation process.

Evaluation and points system will need to be designed by the committee (this summer). Committee can use the previous RFP as a starting point.

We would like to use an online evaluation form if possible; will need to check with Denna (MaryKay)

2. SDLAC will create an ad-hoc External Reviewers Committee:

SDLAC evaluation tasks are time and computer intensive, explaining the reasons for scores, etc.

Previously, the formal evaluators were recruited based on current committee representation (e.g. public libraries by size, academics by type, etc). SDLAC members are expected to identify 3 people each.

Set expectations regarding effort needed, meeting deadlines, and providing input on reasons for. The External Reviewers Committee will not be meeting but must other be on top of performing evaluation tasks in a timely manner.

Darci will put the last RFP up on the wiki for reference which includes the evaluation/scoring information.

ODE Update

OSL staff continues to meet Salaam Noor, Asst. Superintendent of Student Services who explained very clearly the funding issues they deal with.

Next meeting with Salaam Noor on Wednesday (including Patty Sorensen and Sheryl Steinke from OSLIS), and others from ODE involved in the Oregon Virtual School District project to preview OSLIS 2.0. Will give them an opportunity to see some of the features / functions available electronically (BookFlix and Learning Express). Not expecting funding from this source but working on building a relationship with ODE.

(<http://oslis.org/> is how K-12 students access the statewide databases; school portion of the cost is \$160,000 which has been approved in the budget by the OSL Board. Overall cost to schools is 20% of the total contracted cost.)

General sidebar on cost issues: Faye mentions that economic pressures will be felt strongly in the upcoming year and so that cost will be a huge factor in the upcoming year. Darci pointed out that this can be weighed in during the RFP evaluation and that since there won't be a contract in place, there won't be projected cost tables sent out.

General discussion regarding the impact of schools not having access to the databases: some universities have seen a positive impact and others have not.

Update from Jim on OLA Legislative committee regarding state funding for databases: since the last meeting, OSL has heard from IMLS regarding how LSTA administrative costs were spent. The upshot is that OSL will need to get state funding for two staff positions to make up the difference. There's no point in asking the legislature

for two funding requests. The good news is that if the legislature approves state funding for the positions, that money will in turn be freed up to spend on databases.

Learning Express

Quotes from LearningExpress (sent via email to the committee earlier). Jim feels that it's a good product, used by several other states. (includes e-books).

Union County uses it currently (\$3,000 – 4,000) – as part of the demonstration project; EOU would like to continue use because of its success – actively promoted at EOU. PCC used to have it, was successful during promotion but use fell off as promotions did.

ODE is paying students PSAT fees and so there is some sense in ODE paying for LearningExpress (pay for students to learn how to do well on the PSAT).

Testing/Education Resource Center (from Gale) is the competitive product (used at Corvallis-Benton) includes some (50) e-books.

Public libraries gets request for practice test exams (books) for post office, real estate exams, etc. An electronic version would be nice.

The pricing might be high and Jim thinks this might just be the first offer. The real issues remains as to who would manage the invoicing/licensing for the state.

Future Meeting Dates:

June 9 meeting date is confirmed. Darci queried the group about how Monday is working out and two attendees said Mondays were challenging. Darci also mentioned that school librarians and the current tribal representative can't make Mondays so she will put up a new poll for best day of week, week of month starting in August. However, do reserve the second Monday (August 11th) as a fallback in case no clear day is chosen.

MaryKay has a copy of the Nevada RFP and will put it up on the wiki. She will see about getting a copy of Idaho's RFP as well.