

# 10/11/2013

## Attendance

Date: 10/11/2013

Note taker: Robin M.

Attended: Kristine Ferry, Catherine Friedman (e), Todd Grappone, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Robin Milford, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Robin Chandler

### 1. Agenda

- a. Attendance call (Patti, 2 min)
- b. Review of [items from previous meeting](#), including Eric's capture of our Role discussion (Patti, 15 min)
- c. Potential F2F meeting - dates (Patti, 5 min)
- d. Review [Charge](#) re: Courier - (Kristine 15 min)
- e. Project updates (Adrian, 10 min)
- f. Parking lot (10 min)
- g. Review today's action items (Robin M, 2 min)
- h. Future agenda items (Patti, 5 min)

## Notes

| Item   | Notes   | Decision/Action   |
|--|---|---|
| 1. Review of items from previous meeting, including Eric's capture of our Role discussion. | If anyone has anything to add to Eric's capture, add it and Patti will forward to Robin C, who will then forward to Coord. Committee  | <b>ACTION :</b><br><input checked="" type="checkbox"/> Patricia Martin will review Eric's capture of roll discussions and forward to Robin C.   |
| 2. Potential face-to-face meeting (Patti)  | Patti sent out a poll to schedule next face-to-face meeting, no clear winner for a date. Adrian - Do we have a clear agenda for the next face-to-face meeting? We need to establish a SAG2 liaison for each Operations Team. Should we discuss how we will discuss how we will choose these liaisons? | <b>Decided:</b><br><ol style="list-style-type: none"><li>1. Each SAG2 member will review "Op Teams reporting to SAG2" doc and suggest two Ops Team they feel they are knowledgeable enough to serve as liaisons to .</li><li>2. Each SAG2 member will think about what they want to know about the other Ops Teams.</li></ol> |

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|---|--|---|
| <p>3. Review charge re: courier (Kristine)</p>                              | <p>The draft for the UC ILL Courier Request for RFP and SLA Review Task Force Charge is complete. Kristine and Lynne now propose reviewing past RFP, making any recommendations to change it, drafting a new SLA, and then working with UCLA purchasing to meet whatever requirements they have. Once the RFP &amp; SLA have been completed and bids have been opened, the current group (UC ILL Courier RFP &amp; SLA Review Task Force, which consists of Kristine, Lynne, and the three members of Courier Operations Team - Sarah Troy, Andy Panado, and Leslie Wolf) will be disbanded and new group will be formed with ILL representatives from each UC campus. Aiming to have SLA and RFP drafted by 11.22..2013. Patti- It seems at least a couple people who helped to draft the RFP should be on the new group.</p> | <p><b>ACTION :</b></p> <p><input checked="" type="checkbox"/> Patricia Martin will check with Sarah Troy, Andy Panado, and Leslie Wolf's managers to see if they can serve on the new ILL ops team to review courier bids.</p>  |
| <p>4. Selection Committee for DigRef Administrator position (Catherine)</p> | <p>There were only 3 statements from potential DigRef administrators. Group moves to submit all three statements for review and bypass selection committee.</p>  | <p><b>ACTION :</b></p> <p><input type="checkbox"/> Catherine Friedman will work with Robin Milford to nominate a chair for this group.</p> <p><input type="checkbox"/></p>  |
| <p>5. Project updates (Adrian)</p>  | <p>Adrian sent out UC DLC Project Report. Adrian - Would it be useful for the whole team to be guests on our next call, or just the Project Manager?</p>   | <p><b>DECIDED:</b></p> <p>1. The whole UC DLC team will present initially on our calls and then taper off to just the Project Manager.</p> <p><b>ACTION :</b></p> <p><input type="checkbox"/> Adrian Petrisor will invite the UC DLC team to present at the beginning of our next call for 15 minutes.</p>  |
| <p>6. Parking lots items</p>  | <p>i. i) Xiaoli - who is responsible for posting meeting minutes to the UCL website? Michelle has requested an account from UCL and is waiting to hear back.</p> <p>ii. Adrian- The two chairs of the reference operations group have already created a draft charge. Should we have them as guests on a call?</p> <p>iii. Patti can't attend next SAG2 call (10.25.2013). Adrian volunteered to stand in as chair.</p> <p>iv. Xiaoli- has heard about a UC task force who is looking a PDA for eBooks. It seems like there are some discovery related and ILL related issues here. Does SAG2 need to know anything about this task force. Lynne- SAG3 subgroup is overseeing this task force. SAG3 representatives will be communicating this groups activities to the Coordinating Committee.</p>                            | <p><b>DECIDED:</b></p> <p>1. The draft charge for reference operations group should be sent out via email and the reference operations group chairs should be invited guests to the next SAG2 call (10.25.2013).</p> <p><b>ACTION :</b></p> <p><input type="checkbox"/> Adrian Petrisor will contact reference operations group chairs and ask them to email draft charge and invite them to be guests on next SAG2 call.</p> |