

Delivery Meeting
October 16, 2009 - 10:00 – 12:30
Sargent Library, Boxborough

Attending: Patrick Marshall, CLAMS/Bourne PL; Gayle Simundza, CLAMS; Maureen Killoran, MBLC; Margaret Cardello, CMRLS; Jan Resnick, WMRLS; Eric Poulin, WMRLS/Greenfield CC; Nora Blake, MassCat; Cindy Roach, SEMLS/MassCat; John Ramsay, WMRLS; David Slater, OCLN; Mike Somers, SEMLS/MCCLPHEI; Laurie Lessner, SAILS; Debby Conrad, SAILS; Manny Leite, SAILS; Ron Gagnon, NOBLE; Rachel Keeler, FLO/VC Helpdesk; Jaclyn White, NMRLS/Topsfield Town Library; Martha Holden, Peabody/NOBLE; Michelle Filleil, Reading/NOBLE; Paul Kissman, MBLC; Joan Kuklinski, C/W MARS; Greg Pronevitz, NMRLS; Marlene Heroux, MBLC; Roben Demas, Concord PL; Noreen O’Gara, Winchester PL; Tracy Swaim, MVLC; Larry Rungren, MVLC; Carolyn Noah, CMRLS; Sal Genovese, Marlborough; Jeff Klapes, Wakefield/NMRLS; Jen Hinderer, Tewksbury PL; William Adamczyk, Quincy; Ken Peterson, BRLS; Sunny Vandermark, Metrowest; Mary King, WMRLS; Nancy Contois, Chicopee PL/CWMARS; Linda Stetson, Morse Institute/MMRLS; Susan Watkins, OCLN; Susan McAlister, MLN; Susan Brennan, Weston/MLN; Rob Maier, MBLC.

Rob Maier called the meeting to order. Following introductions he reviewed the progress made since the last meeting a year ago and congratulated the working groups.

Carolyn Noah reported for the **Ergonomics Working Group** on its work by showing an entertaining video called “The Circulator.” This is one part of a training workshop they created to help libraries deal effectively with the ergonomic issues around delivery and delivery volume. The workshop is scheduled for presentation at nine locations around the state. It is freely available for use in any library at:

<http://ergoworkgroup.pbworks.com/FrontPage>. Thanks to Tracy Swaim (MVLC) for his work on this presentation. Applause showed the group’s appreciation for this report.

Susan McAlister reported for the **Packaging & Labeling Working Group** by presenting a series of recommendations and a policy. The recommendations on Delivery Routing Slips were adopted as amended and the recommendations on Virtual Catalog Materials were adopted as amended. The Packaging Policy was also adopted with an amendment following discussion of some of the specific policy statements. The working group had received feedback on an initial draft it shared with the library community and presented a revised policy statement.

See: Packaging Policy (2009-10-16) and Labeling Recommendations (2009-10-16) at: www.nmrls.org/msdc.

Greg Pronevitz reported for the **Automated Sorting Working Group** by presenting a recommendation to issue an RFP for statewide delivery and sortation and presenting a summary of potential benefits, issues, and responsibilities and costs. Greg reported that 17 vendors responded to an RFI over the summer and that there is reason to believe that several potential vendors could respond to an RFP. Topics in the discussion of the AutoSort recommendation included:

- Will increased reliance on downloadable audio and video reduce the volume of delivery and make this work unnecessary? Following discussion the group consensus is that the impact of downloadables will not be fully felt in the near term and that we should proceed.
- The AutoSort Working Group believes that vendors can provide some degree of automated sortation within the budget currently spend on delivery by the regions if a long-term contract can be signed.
- There was discussion of the desirability of RFID technology replacing barcodes and whether this had been considered. AutoSort responded that the cost of conversion to RFID is still out of reach on a statewide basis and that any vendor selected would have to be able to deal with a hybrid of barcodes and RFID for the foreseeable future. It was noted that there are non-Codabar barcodes in use including 14 digit and OCR.
- The AutoSort Working Group is seeking buy-in from the 6 regions, 9 networks and MBLC to move forward with an RFP. This buy-in includes a cash payment to offset the cost of a consultant to guide the process of about \$800 per organization and the designation of a delegate and alternate to represent the organization in discussion and decision-making about the RFP.
- Some network representatives asked if agreeing to support the consultant was the beginning of an expectation that networks would be expected to pay for other costs related to delivery. Rob Maier stated that it is not the intention of the MBLC or the Delivery Committee to shift this cost to the networks, and that helping to pay for this consultant is not a step in that direction.

The full group voted to pursue the RFP and to fund a consultant to assist with this work pending votes of regional and network executive boards to participate. These votes are to take place within 6 weeks.

See: Form Task Force to Prepare Statewide RFP for Statewide Delivery and Automated Sorting (2009-10-16) and Labeling Recommendations (2009-10-16) at:
<http://www.nmrls.org/msdc>

The final agenda item was a discussion of committee make up and meeting schedule. The outcome of this discussion was to keep the successful ad hoc nature of this group and to meet as a whole as needed to hear reports from working groups. The next meeting will most likely be scheduled following the results of the RFP.

The group also agreed that decisions made by the full group are promulgated through the regions and networks, and that by their participation in group decisions they take responsibility for these decisions as their own. If questions arise, each stakeholder will address them. If further discussion is needed, the larger group will act as a sounding board and decision-making body.

The meeting concluded at 12:30pm.

Notes by Rob Maier