

**SDLN Executive Committee Minutes**  
**February 7, 2012**  
**9:00am – 11:00am CT**

**Members Present:** Warren Wilson, Ronelle Thompson, Ethelle Bean, Nancy Sabbe, Elvita Landau, Patty Anderson, Sam Gingerich, Dan Siebersma

**Also Present:** Anne Moore, Jodie Barker, Nina Mentzel

**Approval of Minutes:** Ethelle moved to approve, Patty Second. All in favor voted aye. Motion Carried. Minutes will be posted

**Unfinished Business:**

**RFP Review**

Jodie Barker submitted a draft RFP to the Executive Committee for review.

Discussion concentrated on ideas, concepts first, rather than minor editorial issues.

**Submission of responses/posting of RFP:**

- RFP will be posted on the BOR web site – will be password protected
- RFP responses will be made electronically to Warren Wilson in care of SDLN
- Wilson will find out if hard copy of response is needed in addition to electronic
- Wilson will provide clarification to vendors on any questions they have

**Legal Issues:**

- Nothing at this time
- Due to legislative session time constraints, may take additional time to determine if any legal issues need to be addressed or legal language added to RFP

**Pricing alternatives**

- Request pricing for SDLN current group as the base price
- Request pricing for SDLN base plus RCPL
- Request pricing for SDLN base plus SDD

**Discussion of several specific sections of the RFP followed**

**Survey**

- Will be sent to SDLN member libraries
- Sent as pdf first for discussion
- One individual from each library will answer online
- Survey responses will be used to help evaluate RFP responses

**Timeline**

- May be impacted by legislative session – delay in review by legal department
- Want to post RFP by 15 February
- Will request review by purchasing, legal prior to publication

Next meeting was confirmed for February 16<sup>th</sup>, 9 am CT

Meeting Adjourned at 11 am CT