SUNY Courier Task Force meeting

8/3/22

Attendees: Glen Bogardus (Potsdam), Maureen Clements (SUNY), Heather Gad (Oneonta), Kristen Heinrich (Purchase), Tim Jackson (SUNY), Rick Powell (Cortland), Angela Persico (U Albany), Katherine Brent (Cobleskill), Erin Wilburn (Broome), Laurie Oltramari (Genesee), Matthew Hartman (Stonybrook), Elise Thornley (Binghamton),

Absent: Jill Kehoe (Maritime),

* Discussion of the billing situation for the shared courier. The way it works now – ESLN bills SUNY and through the recharge process, SLS bills the individual campuses – about $400,000. Getting this paid on the SLS side entailed lots of red tape and time. It took us about a year to collect the money and pay ESLN – ESLN would pay the courier and wait for the money – they were floating SUNY annually.
* After conversations with ESLN, SLS will not centrally manage the contract. There will be no more central contract. Instead, SLS will continue to coordinate with ESLN regarding the level of service SUNY Libraries will need. SLS will still collect that info centrally but ESLN will be billing the campuses directly.
* It is the SLS’ understanding that the amount should be low enough to avoid contracts at the campus level, but that might not be the case for every school. Campuses will be receiving an invoice directly from ESLN starting at next year.
	+ Erin noted that **anything over two-thousand dollars has to go out for bid** at her school
	1. Tim - Technically – this will go out to bid re: statewide RFP – hopefully that will fulfill the requirement
	2. This will kick in the Summer of 2023. The current contract expires end of June 2023.
	3. Shannon mentioned this during the last SLS update so it shouldn’t come as a total surprise to people. This isn’t going to happen until next summer.
* Discussion of survey. Tim created a draft and posted a link to basecamp yesterday afternoon. Tim reviewed the survey – asking for feedback.
	+ Question: who are we sending this survey to – Directors or resource sharing people? The way this would typically be handled – the survey will be sent to the resource sharing contact who would ask other stakeholders. We want to limit to one response per campus. No other suggestions
	+ Tim will send out to everyone within the next few days to the resource sharing contacts on file – make sure they consult with all interested parties before submitting a response.
	+ SLS planning to conduct listening sessions to give campuses the opportunity to ask questions. SLS will take care of scheduling and hosting.
	+ ESLN would like an estimate of the total number of service days SUNY thinks they’ll need by the end of September, so the plan is to have the listening sessions in early September. Several days during the week of September 5th. We plan to do several sessions. The timeline is two sessions during the week of the 5th – is that seem okay to be having a session at that time of the semester?
	+ Due date would be Friday, Sept 15th – This group would get together the week of Sept 19th to go over the results – either yes some campuses drop down to three days or everyone stays on five days. Is everyone okay with the timeline? Yes.