

DALNET BOARD MINUTES

Friday, March 29, 1996
Wayne State University

Present:	Patricia Senn Breivik	WSU
	Suzanne O. Frankie	OU
	Nancy Bulgarelli	WBH
	Deborah L. Adams	BH
	Frances O. Young	WCCC
	Jean Curtis	DPL
	Michele S. Klein	CH
	Margaret E. Auer	UDM
	Phyllis Jose	OCL
	Kul B. Gauri	MCC
	Karen Fulwood	HH
	Judy Murray	OCC
	Gloria B. Ellis	Walsh
	Jean Brennan	DMC
	Karen Tubolino	VA

Staff: ~~Louise Euge~~
Robert Harris

Guests:	Frank White, project manager	MCC
	Indra David, project manager	OU
	Mary Ann Sheble, project manager	UDM

The meeting was called to order by M. Auer, chair, at 10:05 a.m. in the Dean's Conference Room, Purdy Library, Wayne State University, following presentation of a corsage to J. Curtis who is retiring in May as director of Detroit Public Library.

- 1.0 **Agenda:** The agenda was approved as distributed.
- 2.0 **Minutes:** K. Gauri moved acceptance of the minutes of the September 14, 1995 meeting. J. Curtis supported the motion.
- 3.0 **Announcements:**
 - 3.1. M. Auer welcomed the Veterans Hospital as a DALNET member and K. Tubolino as its representative on the Board.

- 3.2. M. Auer welcomed J. Brennan, director, Hutzel Hospital, who is representing the Detroit Medical Center.
- 3.3. Noting that the Board had voted for cost sharing by membership tier, M. Auer stated that bills for the Visioning Retreat will be sent. R. Harris is awaiting bills for the consultant's expenses.
- 3.4. A farewell luncheon for J. Curtis will be held at Il Centro at 12:30 p.m., following the DALNET Board meeting.

4.0 Discussion items:

- 4.1. Values/principles sub-committee: F. Young, chair, reported that the sub-committee re-read the visioning document to cull values and principles as expressed by members at the retreat. M. Klein and G. Ellis comprised the sub-committee with F. Young. S. Frankie questioned whether "democratic decision-making" fits under principles rather than values, while P. Breivik pointed out "equality in decision making" was more difficult where money is involved; she is more comfortable with "democratic." There was agreement that the statement "maximizing equity of DALNET equipment investment" should be changed to "maximizing investment in DALNET." K. Gauri questioned whether there was need for rules of conduct. Discussion centered on whether there is a difference between values and principles. M. Klein noted that committee had discussed this and did see a distinction.

Action: The sub-committee will draft revised lists, using statements rather than bullets, of 1) values and principles and 2) business principles of cooperation.

- 4.2. Visioning Retreat evaluation: L. Bugg, referring to the compilation of feedback to the consultant's report, summarized the responses: those present thought the retreat was useful but felt it was an attempt to accomplish more than could be done; there is agreement to move forward on a strategic plan; and more work is needed on the vision statement which is not one for which everyone voted. In general, there was a positive reaction.

P. Breivik, in commending the Planning Committee, asked that the record show the Board's appreciation. Discussion then centered on individual institution strategic plans and what, if any, references these contain to DALNET. P. Breivik identified this as an opportunity to expand understanding of what libraries and librarians do; it is a way of marketing what they can offer to quality teaching, learning and research.

4.3. **Next steps recommended by Planning Team:** L. Bugg reviewed the three step proposal identified by the Planning Process Team with a broad timeline:

- 1) Improve current service. The Team is willing to review comments from the focus sessions held during the Summer of 1995 and prioritize what can be done soon.
- 2) Develop a strategic plan for DALNET. The Project Managers felt that the components of vision, value/principles, threats/opportunities and mission/goals belong with the Board, with input from the Project Managers and committees. This should be followed with steps to accomplish the mission.
- 3) Plan for the next generation system. This includes a) identifying bridge projects, b) migration by DALNET libraries to Ethernet and PC workstations, and c) developing criteria and functional requirements for the next generation system.

Discussion focused on how to proceed. S. Frankie questioned whether the planning team will report priorities to the Board; L. Bugg said she felt this could be done where no money is involved. F. Young asked if there could be assistance from the Systems Office in developing local plans to migrate to Ethernet and PCs. L. Bugg responded that the office could provide some consulting and noted that local computing systems become more important. J. Murray asked that a document be prepared and F. Young requested that it contain standards or minimums. M. Klein questioned by when libraries need to be fully migrated; L. Bugg answered in three years, in 1999.

Action: J. Curtis moved, seconded by P. Breivik, that sub-groups be set up and that a retreat be held to discuss the documents produced.

Further discussion identified a timetable; the need to define vision, mission and other terms; and the difficulty of developing strategic initiatives. P. Breivik suggested that an early summer retreat be planned to consider vision, mission, threats/opportunities, and that another retreat be considered for late summer to focus on strategic initiatives and objectives.

Action: The following committees were named:

Vision/mission/goals:	S. Frankie, chair P. Breivik J. Brennan P. Jose
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Values/principles:	F. Young, chair M. Klein G. Ellis
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Threats/opportunities: K. Gauri, chair
D. Adams
N. Bulgarelli
M. Auer

The committee chairs, along with M. Auer, will serve as the steering committee to coordinate the work of the sub-groups. K. Gauri suggested that there be a project manager in each group.

Action: Target date is Monday, June 17, at which time a retreat will be held. S. Frankie offered Meadowbrook Hall at Oakland University as the site. Individual sub-committee drafts are requested for the Project Managers meeting scheduled for May 6; this date can be moved if necessary.

Project Managers will continue to work on developing criteria and functional requirements for the next generation system.

- 4.4. **Possible Ameritech partnership:** P. Breivik reviewed the visit by Tom Burns of Ameritech. She noted that the company has made a major commitment to being end-user oriented and at every site Burns visited, the discussion focused on this. She compared a possible partnership with Ameritech to a marriage agreement. F. Young questioned what benefit there would be for Ameritech. P. Breivik replied that the company sees the future as multi-type library consortia. DALNET members have been working together for some time and the group lacks only school libraries. Partnering with DALNET would give Ameritech a new market with an approved model. L. Bugg noted that Ameritech will respond with a list of projects by the end of April.
- 4.5. **Possible new DALNET projects that are not automation related:** P. Breivik reviewed a list of possible projects that stemmed from the focus sessions:
- A) Training and staff development. Member libraries have expertise which could be shared and sharing makes for a better learning experience. J. Curtis noted that Detroit Public Library will have more staff; a systems person is being hired and a staff training position will be added.
 - B) Resource sharing. G. Ellis stated that libraries are doing this as individual institutions with individual agreements, but not as DALNET. L. Bugg noted that the new release has the potential for one library card.
 - C) Cooperative collection building
 - D) Cooperative purchasing
 - E) Cooperative cataloging

Action: P. Breivik asked Board members to rank these topics to determine consensus.

5.0 **Reports:**

5.1. **Equipment Reserve Fund:** R. Harris distributed fiscal reports. He noted that allocation of database costs can change as participants are added. He reviewed the report on equipment reserve. Over \$2.6 million has been spent on main site equipment; there is \$197,229 building toward next generation equipment.

5.2. **Benefits of DALNET participation:** A draft of a statement listing benefits to members and to users was distributed.

Action: P. Breivik asked Board members to send comments on this draft to L. Bugg within three weeks.

5.3. **Handling discretionary accounts:** R. Harris reviewed the offer to receive and hold extra funds to be used when upgrading. He noted that Wayne State University's agreements with early members have a provision for members to get back capital contribution, while those with later members do not. A supplemental agreement may be needed to protect these members' interests.

M. Auer noted that the 4.1% increase for 1997 includes 1% above actual for funds for the discretionary account. She questioned whether a new capital contribution will be imposed when the current one is up in 1997. P. Breivik commented on the need to initiate the process to get money earmarked, while M. Auer pointed out the necessity of an official request. P. Breivik said that while Wayne historically has fronted the money, there is no guarantee it will be able to continue to do so.

5.4. **Budget and Finance Committee:** J. Curtis, chair, noted that the financial and business spirit has changed, that the issues that were to be brought to the committee have changed, but she is ready to call a meeting if one is desired. M. Auer identified the allocation formula as one, with the need to look at budgets relative to cost of living increases and inflationary factors at individual institutions. K. Gauri questioned fiduciary responsibility and asked what role does the Board play. M. Auer asked, "How much do we need to know?" to which P. Breivik responded that what information is needed will be supplied.

Action: J. Curtis will call a committee meeting. Serving on this committee are K. Gauri, P. Jose and G. Ellis.

The meeting was adjourned at 12:20 p.m.

Gloria B. Ellis
Secretary

DRAFT
3-29-96

Benefits of DALNET Membership

TO MEMBERS:

- ▶ **Cost-sharing**
Members share databases licensing costs and an automated system which is more than most single libraries could afford on their own.
- ▶ **Cooperative Collection Development**
Members have an opportunity to participate in cooperative collection development which reduces duplication of library materials and give libraries more value for their acquisitions dollars.
- ▶ **Shared Staff Expertise**
Members are able to depend on DALNET staff to run the system and to provide technical support. Members also have the option of contracting with DALNET for such services as cataloging and database management. DALNET members also participate in joint staff development opportunities.
- ▶ **Quality Service**
Members receive a timely response to their technical needs from the WSU Systems Office. Database quality control is another important service provided to members.
- ▶ **Resource Sharing**
Through DALNET, members have improved access to a wide array of materials held in the metropolitan area, as well as to major research institutions in the State through PACLINK. This improves members' use of services such as interlibrary loan, document delivery, InfoPass and reciprocal borrowing.
- ▶ **Institutional Benefits**
By joining DALNET, members demonstrate their commitment to their patrons by providing expanded access to information resources, which may be an important factor in external fundraising efforts. In addition, institutions benefit by being part of an exciting future for DALNET, as federal and statewide initiatives emerge that seek to interconnect educational institutions to the "information superhighway." Other advantages include a valuable opportunity for institutions to serve the community by giving users access to DALNET resources.
- ▶ **Less Risk**
As the administrator of DALNET, WSU takes the lead in putting forth the funds to acquire additions to the DALNET online database. Members then have the option of offering these "already established" resources to their users.

TO USERS:

- ▶ **Saves Time and Effort**
Users have access to the holdings of all DALNET libraries not only from library terminals, but also from remote microcomputers dialing in from homes and offices.
- ▶ **Up-to-the-Minute Information**
Users have access to current information about the availability of library materials, including circulation status, on-order status, and issues of journals received.
- ▶ **Increased Access**
Users have increased access to resources not located in their home institution through interlibrary loan and document delivery.
- ▶ **Fast, Efficient Service**
Computerized checkout and prompt overdue notices allows all users to know the status of library materials.
- ▶ **Future Enhancements**
Users will be able to access full-text resources online and already use computer terminals as gateways to additional online catalogs and database services.

DALNET BOARD MEETING
WSU Purdy Library, Dean's Conference Room
March 29, 1996, 10:00 a.m. - noon

Agenda

1. Approval of agenda
2. Approval of minutes of September 14, 1995 (previously distributed)
3. Announcements
 - a) VA Hospital membership
 - b) Welcome to Jean Brennan
 - c) DALNET Visioning Retreat cost sharing
 - d) Lunch plans
4. Discussion items
 - a) Values/principles Sub-Committee report/recommendations--Fran Young (Attachment 1)
 - b) Visioning Retreat Evaluation--Louise Bugg (Attachment 2)
 - c) Next steps recommended by Planning Team--Louise Bugg (Attachment 3)
 - d) Possible Ameritech partnership--Patricia Breivik (Attachment 4)
 - e) Possible new DALNET projects that are not automation related--Patricia Breivik (Attachment 5)
5. Reports
 - a) Equipment Reserve Fund--Bob Harris
 - b) Statement on benefits of DALNET participation--Patricia Breivik
 - c) Handling discretionary accounts--Bob Harris
 - d) Budget and Finance Committee--Jean Curtis

L. Bugg/cmz
3-12-96

Central LRC

Central Learning Resource Center
Central Administration
313-496-2588
Fax: 313-496-4731



Wayne
County
Community
College

TO: Margaret Auer, Chairperson, DALNET Board

FROM: Subcommittee for Values/Principles Statement

SUBJECT: Draft Statement

DATE: March 15, 1996

Central Administration
801 W. Fort
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313-496-2500

Downriver Campus
21000 Northline
Taylor, MI 48180
313-374-2700
Voice/TDD 313-374-3206
Fax: 313-374-0240

Downtown Campus
1001 W. Fort
Detroit, MI 48226
313-496-2758
Voice/TDD 313-496-2708
Fax: 313-961-9648

Eastern Campus
5901 Conner
Detroit, MI 48213
313-922-3311
Voice/TDD 313-579-6923
Fax: 313-922-1104

Northwest Campus
8551 Greenfield
Detroit, MI 48228
313-943-4000
Voice/TDD 313-943-4073
Fax: 313-943-4025

Western Center
9555 Haggerty
Belleville, MI 48111
313-699-0200
Fax: 313-699-7514

The following values/principles were developed by the subcommittee based on reading the "Visioning Document" and analyzing the group's statements and perceived intent.

I. VALUES (BELIEFS) TO WHICH THE MEMBERSHIP SUBSCRIBES:

- . AN EMPHASIS ON QUALITY
- . A COMMITMENT TO THE IMPORTANCE OF EASE OF ACCESS TO INFORMATION
- . COOPERATION AMONG PARTNERS
- . FLEXIBILITY IN IMPLEMENTATION OF INITIATIVES TO ALLOW FOR PARTNER DIVERSITY
- . SHARED RESOURCES COMMITMENT
- . IMPORTANCE OF COST-EFFECTIVENESS
- . DEMOCRATIC DECISION-MAKING
- . SERVICE TO PATRONS

II. PRINCIPLES (RULES OF CONDUCT) TO WHICH
THE MEMBERSHIP SUBSCRIBES:

- . SHARED GOALS AND NEEDS
- . OPTIMUM SERVICE TO MEMBERSHIP AND
USERS
- . COOPERATION AMONG MEMBERSHIP
- . RESPECT FOR THE DIVERSITY OF PARTNERS
AND USERS WHOM WE SERVE
- . EQUALITY IN DECISION-MAKING
- . EFFICIENCY IN ORGANIZING AND IN
PROVIDING FOR USER NEEDS
- . MAXIMIZING EQUITY OF DALNET EQUIPMENT
INVESTMENT
- . SHARED CENTRAL SITE EXPERTISE WHICH
BENEFITS MEMBERS
- . RESPECT FOR LOCAL INSTITUTIONAL
PRINCIPLES/VALUES AND PRIORITIES.

Subcommittee: Gloria Ellis, Michelle Klein,
Frances Young, chair