

## DALNET Steering Committee Minutes of October 16, 2000

Present: K. Bacsanyi, L. Bugg, R. Call, J. Flaherty, S. Muir, L. Papa, K. Sanders, M. Sheble  
Absent: J. Emahiser

Minutes of September meeting: I don't recall these being OK'd.

**Finance Committee Recommendations:** (refer to Muir 10/9/00 letter to J. Bosler)  
L. Bugg reviewed these indicating the Finance Committee reviewed the DALNET survey, the IHDC, and the capacity planning report in order to make their recommendations. There are five recommendations for the DALNET Board, plus a supplement regarding the Hub.

1. The Help Desk should be phased-out by 1/31/01.
2. The WAN position should be eliminated with these duties re-assigned to DALNET Technical Staff.
3. Hire additional DALNET Systems Librarian for Horizon, Web and Hub support.
4. Webmaster duties should be re-aligned as functions of the Systems Office to be done by a Systems Librarian with web experience to be hired by and report to the DALNET Director.

L. Papa remarked that these recommendations, so far, offer a strong incremental approach, an opinion agreed to by other members.

S. Muir indicated these recommendations help eliminate layers to get jobs done.

5. Server Upgrade (refer to documents: "DALNET Horizon Capacity Planning Report," "Options [7] for DALNET's Horizon Servers" w/recommendations and 4 Appendices, "Chart 2A: DALNET SERVER COSTS (Estimated) - One time," CHART 2 B: DALNET SERVER COSTS (Estimated) Annual Year 1," CHART 2C: DALNET SERVER COSTS (Estimated) Annual Year 2," "Chart 1: DALNET SERVERS," CHART 3: DALNET Staffing Costs for Server Options."

L. Bugg indicated there are two main concepts, keep two servers or move to one.

CHART 2A shows the options/costs.

- One option is to have two servers at two sites so that if one site were down the other site would probably still be up and could hopefully be loaded to serve the whole system in the event of a long downtime.
- Another option is to have two servers at one site. This offers the possibility of fewer staff to care for them, but what happens if this site goes down?
- Another option is to have a single giant server for all, with an initial cost of over 1 million. The question here is whether we could start smaller and upgrade later, which appears not to be possible.

There are also other issues to keep in mind: namely, every Horizon server must have a Sybase license with its high cost, and there is always difficulty synchronizing two servers, the more so when in separate locations.

The criteria for the recommendations are 1) Technical, 2) costs, and 3) DALNET's needs as a consortium.

Sun Systems indicates a cluster works best at one site.

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L. Bugg indicated that the Finance Committee recommends we start with Option 1, as having the best cost, and keep the two sites; but it is still not clear how shared files will work between two servers. Epixtech was asked about this sharing, but they haven't answered yet. Going with this option gives us time for epixtech to develop the shared files, and for DALNET to see more of the current unknowns. Our major reason for the upgrade is backup capacity, as the past year's experiences have told us.

Staffing will still be required for two sites. Clustering may or may not also require staff at both sites. It is recommended we hold back on the Development Server because, for now, we can use the Test Server to do this work, and this will mean less cost while we solve the unknowns. In fact, the Sybase license for such a Development Server costs more than the machine itself.

Regarding the Hub, the Finance Committee feels we are not ready for two Full-time staff, so we will continue with current staffing (including recommended additions).

Hub Recommendations:

1. Set aside \$10,000 for a grant writer for Info Hub work and other projects.
2. Begin with the less costly \$25,000 server.
3. For Digital Conversion Workstations, set aside \$17,000 for each site currently with a project (WSU, UDM, DPL). These institutions will be asked if each can provide physical space, staff, local server space, and agree to DALNET standards.
4. This final recommendation lays out the costs for each of the three recommendations above.

L. Papa indicated there is need to understand the information architecture needed for DALNET Standards for the Hub. The Steering Committee was also concerned that \$10,000 might not go very far with a grant writer.

The Finance Committee has asked R. Harris to develop a total DALNET budget for 2000-2001 with Option 1 as our choice.

In response to Steering Committee questions, L. Bugg said the monies for these recommendations would come from unfilled staff positions and from the equipment reserve fund.

L. Papa questioned if the savings for individual institutions still remains by going with a consortium than by going alone. L. Bugg indicated that the savings still are there. The remaining Steering Committee members agreed.

The only discussion by the members was to clarify the Finance Committee recommendations, which were applauded for the depth and thought invested here, not to in any manner offer any other choice than to recommend all this to the DALNET Board.

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### Horizon Task Forces

**Course Reserves:** M. Sheble indicated that the TF members were from those libraries using Course Reserves, and they understood and completed their charge (see documents: "Horizon Course Reserves Task Force" and "DALNET Horizon Course Reserves Task Force Recommendations 5/23/00").

CR/TF recommends, in general, that DALNET Guidelines for Course Reserves is better suited for the Circulation Standards Committee to pursue; and that the CR Module be redesigned to 1) better handle large databases of reserves, 2) improved access for multi-site and multi-campus,

and 3) provide features to handle electronic reserves. Specifically, the CR/TF recommends General Enhancements to significantly improve the utility of Course Reserves for all material types including electronic, and Enhancements specific to electronic reserves (see document for details). The CR/TF concludes Horizon CR is basic with limited functionality, and hard to use, all of which won't be corrected by minor fixes.

The CR/TF also gave input to the HUG Reserves Enhancement Submission (see document: "Detroit Area Library Network HUG Reserves Enhancement Submission 5/00")

- Comments on current Enhancements Requests include support for a short bib to promote use of full range of fields in MARC record; a sub-sort on course, instructor, and course section for large databases of reserve records; and a new way to search all libraries of a single institution so students and staff can readily identify the correct location for the reserve material.
- New suggestions to HUG include: A better way to handle title deletion when on reserve for multiple courses or instructors, i.e. ability to remove titles from a specific course/instructor combination while keeping title on reserve for other courses and instructors; Copyright tracking by length of time title on reserve, whether on reserve previously, and number of times circulated; Printable list view of all titles on reserve for all course/instructor combinations; and Security for electronic document access, including course page password, ability to restrict to registered students and ability to allow unrestricted access.

The CR/TF indicated there are Third-Party stand-alone products, such as Docutech's E-RES which is used by UM Dearborn and is being purchased for Pilot use at WSUL.

K. Sanders suggests we ask epixtech to integrate this product into horizon. All responded that this is a good idea. S. Muir says he will forward the CR/TF report to epixtech. L. Bugg indicated there is a relationship here to Acceptance testing since "subsorting" is supposed to be in CR. Bugg suggests Muir forward the report to the DALNET Board and to M. Auer as liaison to epixtech. Muir indicated CR/TF has finished its work. R. Call moved to disband this TF, seconded by M. Sheble. All approved. Muir noted that, if needed for evaluating E-RES later, a small group can be convened by the Steering Committee.

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**Search Engine:** This TF work appears completed, but L. Bugg is concerned regarding specifications, testing, etc. We may need a subset of the TF to do this. Papa suggests we only need a couple of people to get together with the Children's OPAC TF, rather than have the Search Engine TF continue. Papa agreed to work with the Children's OPAC TF. Therefore, it was agreed to disband the Search Engine TF.

**Shared Patron:** Muir recommended this matter is now ready to be transferred to the Circulation Standards Committee, and to retire this TF. All agreed

**5.3 Migration Status:** DPL's migration will be delayed one week. Technically, DPL is ready, but DPL Acquisitions needs to complete a recent order of audiotapes. K. Sanders will inform S. Muir when DPL is ready.

**IPAC:** (last minute addendum because just received this info) S. Muir announced he was just informed that IPAC is designed to work with only one library; so we would need 15 separate IPACs running which may be possible; but there is a question about how much work and space this encompasses. So, we will investigate our options, e.g. PHAROS has IPAC, WebPAC, and RSS all running together. Muir says epixtech told him IPAC 1.0 only works with one library, but IPAC 1.1 will work with multiple libraries. Epixtech's Meg Fisher told Muir they "assumed" DALNET would go with 1.1. Muir has left her a voice mail message that DALNET needs documentation and a proposal on how we are to move ahead. K. Sanders suggests we need a technical powwow with epixtech. All agreed. IPAC has been the top priority of the DALNET Board and the Board has made this clear to Lana Porter on many occasions. At the Tuesday Conference call with epixtech, Muir will ask for a technical meeting.

**Enhancements Spreadsheet:** This is a once per month update [there is an option for printing the entire worksheet]. S. Muir warned we must keep in mind there are dependencies of one enhancement on another. He will refine this report for the DALNET Board. Muir pointed attention to the fact that the finish dates for these Enhancements, while an educated guess, still places most in the year 2002. Muir asks that we review these enhancements to see if their current order still holds or whether there needs to be a change in order. L. Papa said IPAC might have an impact on this; so maybe there is already a new sequence that S. Muir could now propose. This would help.

**Timelines for Projects:** (spreadsheet) Regarding Current Projects, Muir said the Solaris Upgrade can be done with a short downtime; but the Sybase Upgrade requires a longer downtime, thus assigned to be done during Christmas break. L. Bugg mentioned we are still waiting on our LSTA Grant Proposal that affects these matters.

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**Downtime Tolerance:** Muir reiterated the current priorities: First to be brought back up is WebPAC, Second is Circulation, and third is Technical Services. K. Sanders indicated DPL would review uptime when/if it gets a stationary generator. R. Call said DPL would prefer Circulation be the First priority. Muir reminded the group that the Project Managers agreed that if Horizon is down more than three hours, DALNET is to point WebPAC to the Test Server. Muir offered the opinion that DALNET could shift everyone to the Server not down, and indicate only Circulation and WebPAC are allowed to be used, nothing else. K. Sanders added that we have not talked about a "cold site" in the case of both servers going down. So far, Bugg and Muir indicated, this was a matter of cost. R. Call indicated that if DALNET had to move files to another server, this would mean a minimum of three days down. L. Bugg added that we need to test this approach when we get upgraded servers.

**Services Update:** Muir was asked to review the Finance Committee's Survey (see 10/9/00 Letter to Jerry Bosler) and noted that Adriene Lim and Anaclare Evans were comfortable with the re-establishment of the DHMT list to share problems. Muir reminded that we can post any problem, but we can still call if there is an emergency.

**Procedures**

**Member purchase of software that interfaces with Horizon (Draft)**

Muir asks Steering Committee to review this and discuss the matter at the next meeting.

**Emergency Procedures (Draft):** review and discuss at next meeting.

**Discussion:** L. Papa inquired whether the Frame Relay would still be up if the Internet is down. L. Bugg answered that if the router is working correctly, yes.

L. Bugg noted that if the Board approves the equipment, an extra router will be ordered for backup.

K. Sanders noted that DPL will shortly be meeting with Ameritech to resolve connectivity problems.

S. Muir advised that the Bills for Ameritech Frame Relay may be getting closer to resolution. Unfortunately, DALNET institutions will receive very large bills when this matter is solved.

**IHDC Report:** There needs to be policies discussions, a survey on how to evaluate requests. L. Papa mentioned we need to consider issues such as a long scanning project tying up the equipment.

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**Announcements:**

- DPS Professional Library has been closed. Jerome Sheppard no longer works for DPS. DALNET needs to see who is in charge of the collection, and what to do about our contract with DPS. Presumably, this collection contains the archives of DPS, and we know nothing of the disposition of them.
- Neither Marygrove nor Tyndale have signed contracts yet.
- Until the DALNET Board votes on all matters, the Help Desk and Site Administrator are on a month-by-month continuance; but not the Webmaster position. DALNET is not expecting anymore Web support from this position. Now, DALNET needs to figure how to get this work done. Pay range for a Systems Librarian with web experience is in the area of \$60,000 to \$65,000.

**Next Meeting, November 13 at OCC (campus to be determined)**

**Minutes for next meeting: Emahiser**

These minutes are respectfully submitted by James Flaherty.