

## **PROPOSED AGENDA**

### **DALNET Executive Committee Meeting**

**Monday, 7 October 2002**

**9:00 - noon**

**Rutzen Room\***

**Detroit Public Library**

**5201 Woodward Avenue**

**Detroit MI 48202**

**313/833-1000**

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|-------|---|---|
| 9:00  | 1 | Review meeting agenda   |
| 9:10  | 2 | Develop recommendations for FY 2003-2004 budget.<br>Bob Harris      |
| 10:00 |   | Break   |
| 10:10 | 3 | Resume FY 2003-2004 budget preparations                             |
| 11:00 |   | Break   |
| 11:10 | 4 | Review Executive Committee charge and assignments.<br>Michael Piper |
| Noon  |   | Adjourn   |

*\* Note: the Rutzen Room is on the second floor in the administration area of the main library. You may park in the lot adjacent to the main library on the south side. Please stop by the guard station inside the south entrance to identify yourself to the security staff.*

**DALNET Executive Committee Meeting Summary**  
Monday, 7 October 2002  
Detroit Public Library

**Executive Committee proposes reduced FY 2002-2003 fees for DPL and WSU**

The Executive Committee recommends the revised allocation shown on the attachment. This proposal holds fees for the Detroit Public Library and Wayne State University at their 2001-2002 levels, with no increase for other DALNET members over the FY 2002-2003 amounts approved at the September 2001 Board meeting.

To accomplish this, the Executive Committee recommends using anticipated FY 2001-02 savings of \$27,000 along with \$4,540 in reserve funds. FY 2002-2003 fees for other members will stay the same as those approved previously.

*Action requested: Board approval of the revised FY 2002-03 fee allocations for DPL and WSU. FY 2002-03 fees for other DALNET members are unchanged.*

**Executive Committee prepares FY 2003-2004 budget proposal**

After reviewing various options, the Committee recommends the proposed FY 2003-2004 budget shown in the attachment, which remains at the same total amount as FY 2002-2003: \$1,747,050. This proposal includes increases over FY 2002-03 as follows:

Libraries	% increase	Total increase	% of total increase
DPL and WSU	1.0%	\$12,615	40.0%
UDM	2.5%	\$2,935	9.3%
Other DALNET members	4.75%	\$15,989	50.7%

Together, DPL, UDM and WSU comprise 80 percent of DALNET's total budget. In FY 2003-04, the Executive Committee recommends splitting the total dollar amount of the increases among DPL, UDM and WSU and the rest of the membership. This approach sends a message to DPL, UDM and WSU that their contributions in support of DALNET are appreciated, and narrows the perceived gap between the amounts contributed by the consortium's largest and smallest institutions.

*Action requested: Board approval of the proposed FY 2003-04 budget shown in the attachment.*

**Executive Committee outlines work plan for FY 2002-2003**

Based on activities assigned to the Executive Committee at the September Board meeting, the Committee outlined the following work plan for fiscal year 2002-2003:

- Prepare the proposed FY 2003-2004 DALNET budget for presentation at the October 2002 DALNET Board of Directors meeting. *Status: Done.*

- Review the DALNET cost allocation formula for current members, and present findings and recommendations at an upcoming DALNET Board meeting. *Status: The Executive Committee has appointed a task force to review the DALNET cost allocation formula for current members. This task force is to present findings and recommendations by March 2003. Task force members are Steven Bowers, Bob Harris, Nancy Skowronski, Karen Tubolino and Sandra Yee.*
- Review the DALNET Bylaws and present findings and recommendations at the September 2003 Board meeting. *Status: The Committee has assigned this to a task force comprised of Margaret Auer, Jerry Bosler and Patricia Orr.*
- In collaboration with the DALNET President and with the Director, implement a 360-degree performance appraisal for the DALNET Director by 30 April 2003, resulting in a process that incorporates input from the DALNET Board and staff into the Director's performance appraisal. *Status: In process.*
- Assume a leadership role in developing a DALNET strategic plan by 30 April 2003, including a vision for moving DALNET to the next generation of ILS. *Status: The Committee will begin work on this after the retreat.*

#### **Executive Committee members determine their term durations**

To avoid having terms of all of its five at-large members end at the same time, the Executive Committee drew for 1, 2 and 3-year appointments. Results of the selection process are as follows:

	<b>Term duration</b>	<b>Term ends</b>
Karen Tubolino	1 year	30 September 2003
Margaret Auer	2 years	30 September 2004
Nancy Bulgarelli	2 years	30 September 2004
James Flaherty	3 years	30 September 2005
Nancy Skowronski	3 years	30 September 2005

#### **Next Executive Committee meeting**

The Committee set its next meeting for 1-4 pm on Monday, 25 November 2002 at the John D. Dingell Department of Veterans Affairs Medical Center (4646 John R Street, Detroit, 313/576-1085).

#### **Attendance at September 2002 Executive Committee meeting**

Patricia Orr, Chair; Margaret Auer, Jerry Bosler, Steven Bowers, Nancy Bulgarelli, James Flaherty, Robert Harris, Nancy Skowronski, Karen Tubolino and Sandra Yee.  
Staff: Scott Muir and Michael Piper.