

PROPOSED AGENDA

DALNET Executive Committee Meeting

Monday, 24 March 2003

1:00 – 4:00 PM

**University of Detroit Mercy
McNichols Library, Third Floor
4001 West McNichols
Detroit (313/993-1090)**

- 1:00 Review meeting agenda. (Nancy Skowronski)
- 1:10 1 Implement planning retreat priorities: Integrated Library System marketplace review. Desired outcome: Update on progress to date. Identify what the Executive Committee wishes to see in the report. (Staff)
- 2:00 Break
- 2:10 2 Implement planning retreat priorities: Review cost formula. Desired outcome: Update on Cost Allocation Task Force and Budget Task Force activities. Address questions from both groups. (Staff)
- 3:00 Break
- 3:10 3 Implement planning retreat priorities: Revise DALNET vision statement. Desired outcome: Review vision story. Establish next best steps for vision revision process. (Staff)
- 3:50 4 Review actions and agreements from this meeting
- 4:00 Adjourn

DALNET Executive Committee Meeting Summary
Monday, 24 March 2003
McNichols Library, University of Detroit Mercy

Executive Committee recommends issuing RFP for new integrated library system

The top priority from December's Planning Retreat is to review the integrated library system (ILS) marketplace. Since then, staff has conducted research to help the Board make an informed decision on whether to issue a request for proposals (RFP) for a new ILS. Scott Muir updated the Executive Committee on this process.

As per plans discussed previously with the Executive Committee, staff requested information from four ILS vendors, then met with them at the American Library Association Conference in January. These visits led to on-site demonstrations from these vendors, which were attended by more than 100 representatives from DALNET member libraries. Following these educational demonstrations, staff contacted customers of each vendor, to determine their level of satisfaction with each firm's products and services.

More than 90 percent of those who attended the demos said the products under review are "Better" or "Far Superior" to Horizon. All four vendors demonstrated working solutions to the most vexing problems DALNET has had with Horizon, such as a shared union catalog. Customer references for all four vendors have been generally positive, both for the ILS products and for the support provided by these four vendors.

In light of this research, Muir said it seems clear that each vendor can provide a technologically superior, more feature-rich product that better supports national standards. Each vendor appears to offer more responsive customer service than Dynix as well.

Based on these findings, the Executive Committee agreed to recommend that the Board authorize staff to issue a request for proposals for a new integrated library system as soon as possible. If the Board approves this recommendation, staff will start crafting an RFP promptly after the Board April meeting. In preparing the request for proposals, staff will work closely with Wayne State, with the goal of issuing a joint RFP for both Wayne and DALNET. This request for proposals process will likely take at least six months.

As background for presenting this recommendation at the April meeting, staff will prepare a report, including comments on the pros and cons of each vendor. Staff will work with the Budget Task Force to review financial implications of this proposed purchase.

The Committee also asked Bob Harris to consult with WSU's legal counsel to determine what withheld funds, if any, must be paid to Dynix, and how DALNET should manage the process of separating from Dynix if we select a new ILS. Before proceeding, the Committee asked Michael Piper to confer with Sandra Yee about this as well.

Action requested: DALNET Board approval to proceed with issuing an RFP.

Executive Committee reviews Cost Allocation Task Force activities

Another priority from the planning retreat is to review DALNET's fee structure. To complete this assignment, the Executive Committee appointed the Cost Allocation Task Force, which includes Steven Bowers, Bob Harris, Nancy Skowronski, Karen Tubolino and Sandra Yee. The Committee offered guidance to this group on these issues:

- a) Budget cuts. All of the scenarios under review entail significant budget reductions. In the current fiscal climate, this is consistent with the Executive Committee's wishes.
- b) Affiliate membership. Since Wayne will likely choose to run its own ILS, DALNET needs to provide options for members who wish to retain some level of membership while running their own system. The Executive Committee asked the Cost Allocation Task Force to assess the implications of this affiliate membership concept on Board representation, officers of the Board, fees and contractual obligations.
- c) Preferred negotiating approach with ILS vendors. If DALNET opts for a new ILS, the Task Force suggests that DALNET and WSU consider negotiating a joint purchase, to get the best possible deal for both Wayne and DALNET. The Executive Committee's recommendation to proceed with a joint RFP is consistent with this suggestion.
- d) Relationship with Dynix. The group suggests that the Executive Committee develop strategies to re-negotiate the maintenance contract with Dynix. DALNET may also need to identify the maintenance contract costs would be if Wayne migrates to a different system. Since DALNET and WSU will likely be moving to a new ILS, the Committee sees little value in attempting to renegotiate the Dynix contract.
- e) Proposed next steps. The Executive Committee okayed the Cost Allocation group's proposed next steps, to proceed with developing a cost allocation formula, based on the assumptions that: (i) the best cost allocation strategy will be based on actual resource use; (ii) an effective cost allocation approach should work equally well with any membership configuration; and, (iii) existing contracts remain effective through 30 September 2004; therefore, changes in the formula will begin after that date. Based on decisions made in the upcoming months, the task force will use the period between now and then for preparing its proposed cost formula.

Executive Committee advises Budget Task Force

The Executive Committee convened a Budget Task Force to review the 2003-2004 fiscal year budget, and to begin work on the 2004-2005 budget. Task Force members are Jerry Bosler, Margaret Auer, Jim Flaherty, Bob Harris and Phyllis Jose. The Committee offered guidance to the Budget Task Force on these issues:

- a) Cuts in member fees. For 2003-04, the Budget Task Force will return to a future Executive Committee meeting with a proposed budget that may include an across-the-board fee reduction for all members.

- b) Cost savings. The Budget Task Force has identified several ways to save money in fiscal year 2003-04, including: (i) eliminating the authority work contract with WSU; (ii) cutting contingency lines in the hardware and software maintenance budgets; and, (iii) moving DALNET's second server from DPL to WSU. The Executive Committee asked the task force to continue researching these issues.
- c) ILS purchase. The Budget Task Force will also probably recommend a 2003-04 budget with a reserve fund to be applied toward a new ILS purchase. The task force will return with a recommendation at a future Executive Committee meeting.
- d) Retain current staff posts. The task force recommends funding all current DALNET staff positions through 30 September 2004. The task force will re-visit this issue and return with a recommendation at a future Executive Committee meeting.
- e) Reserve fund. Is DALNET's equipment reserve fund as a shared, pooled resource that belongs to the entire membership? During the discussion, it was noted that use of the reserve fund would necessitate a vote of the Board. Since neither the contract nor the bylaws address the reserve fund, the task force will review this topic and make recommendations at a future Executive Committee meeting.
- f) Proposed next steps. There are too many variables for the Budget Task Force to project beyond 2003-04. The information this group needs to complete its assignment should be available by mid-2003, in time to offer a recommended 2004-05 budget at the September Executive Committee meeting for approval at the October 2003 DALNET Board meeting.

Vision Group will present "vision story" at April Board meeting

A third group is at work on revising the DALNET vision statement. To stimulate discussion about DALNET's preferred future, this group has written a fictional *Library Journal* piece on DALNET, projecting three years into the future. This story and the discussion it engenders will be a basis for DALNET's revised vision, mission and values statements, and for strategic directions as well. Based on suggestions from the Executive Committee, the Vision Group will revise this draft article and then distribute it for discussion at the 28 April DALNET Board meeting.

Next Executive Committee meeting

The Executive Committee's next meeting will be from 1-4 PM on Monday, 19 May 2003 at a location to be determined.

Attendance at March 2003 Executive Committee meeting

Nancy Skowronski, Chair; Margaret Auer, Steven Bowers, Nancy Bulgarelli, James Flaherty, Robert Harris, Lynn Sutton (for Sandra Yee) and Karen Tubolino. Budget Task Force member in attendance: Phyllis Jose. Staff: Scott Muir and Michael Piper.