

PROPOSED AGENDA

DALNET Executive Committee Meeting

Monday, 8 December 2003

9:00 AM – Noon

Dean's Conference Room
Third Floor, Undergraduate Library
Wayne State University

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| 9:00 | | Review meeting agenda. (Nancy Skowronski) |
| 9:10 | 1 | 2004-05 DALNET budget preparations. (Staff) Desired outcome: Prepare recommendations for 26 January DALNET Board meeting |
| 10:30 | | Break |
| 10:45 | 2 | Develop proposed timetable for host site investigation and contract revision. (Staff) Desired outcome: Prepare timetable |
| 11:15 | 3 | Update WSU Purchasing Department on ILS RFP process. (Staff) Desired outcome: Remove "gag order" so DALNET staff and members may consult with vendors at ALA |
| 11:45 | 4 | Set 2004 meeting schedule and review actions and agreements from this meeting |
| 12:00 | | Adjourn |

DALNET Executive Committee Meeting Summary
8 December 2003
Wayne State University

Executive Committee develops 2004-05 budget recommendation

After reviewing budget scenarios at the November meeting, the DALNET Board asked the Executive Committee to examine alternatives and to prepare a recommendation for action at the Board's January 2004 meeting.

To set up the Executive Committee's discussion, Michael Piper outlined DALNET's current fiscal year 2003-04 budget, which will yield a projected balance of \$193,293 at year-end. This balance will supplement the reserve fund. With the \$164,856 savings from last year, FY 2002-03, the DALNET reserve fund totals \$1.1 million, as follows:

• Operating reserve (excluding any savings from FY 2003-04)	\$226,484
• Equipment reserve	643,367
• Dynix payments held back	<u>324,582</u>
• Total DALNET reserve fund, through 30 September 2003	\$1,194,433

Piper presented six alternative budgets for FY 2004-05, which reflect various staffing levels to sustain DALNET's Dynix ILS operation at Wayne State University through 30 September 2005. These alternatives, which are detailed in Appendix A, include the current System Librarian, whose salary will be paid by WSULS in FY 2004-05.

After reviewing these options, the Committee recommends a 1-year strategy to preserve the staffing necessary to implement upcoming decisions about DALNET's future. This recommendation includes these positions: Director, Secretary, Systems Administrator and the Web Developer. It also includes recruiting a second Systems Librarian.

This 1-year strategy will entail spending \$254,977 from DALNET's operating reserve fund. In light of the unique circumstances facing DALNET, and in light of the healthy reserve fund balance, the Committee believes this expenditure is justified. Upon a motion by Steven Bowers, seconded by James Flaherty, the Committee voted unanimously, with no abstentions, to recommend the following budget for FY 2004-05:

• Total Salaries and Benefits	\$404,299
• Operating Agreements	25,000
• Total Maintenance Costs	167,403
• Total Other Expenses	<u>10,000</u>
• Total Direct Costs	\$606,702
• Indirect Costs (Overhead)	<u>60,000</u>
• Total Budget	\$666,702
• Projected FY 2004-05 revenue	<u>411,725</u>
• Reserve fund expenditure	\$254,977

Action requested: DALNET Board ratification of the approved fiscal year 2004-05 budget, which is shown in the Appendix as "Alternative 5.3."

Executive Committee outlines proposed timetable

In November, the Board convened a Task Force to review host site options and develop recommendations. The Executive Committee proposes the following timetable for this group, and for other key activities on DALNET's upcoming agenda:

26 January 2004	Board approves FY 2004-05 budget. Board approves proposed timetable for selecting DALNET's host site
January 2004	Work starts on revised 2004-05 member contracts with WSU
22 March 2004	Draft of new contract presented to the DALNET Board
22 March 2004	Draft revised Bylaws presented to the DALNET Board
24 May 2004	Host Site Task Force presents its recommendations to the DALNET Board
26 July 2004	DALNET Board decides on future host site, then DALNET uses FY 2004-05 for implementing the Board's decision

Action requested: DALNET Board ratification of the proposed timetable.

Committee authorizes lifting the "gag order" imposed for the ILS RFP process

Scott Muir led a discussion about DALNET's request for proposals (RFP) for a new integrated library system. Although Wayne State will proceed with an ILS purchase, it's unlikely that DALNET will buy an ILS under the current RFP anytime soon.

The Committee authorized staff to advise WSU's Purchasing Department that rather than making an ILS purchase anytime soon, DALNET will conduct an extended review of the ILS marketplace. This step will prompt Purchasing to lift the gag order, which forbids DALNET staff and members from talking with ILS vendors.

Executive Committee sets 2004 meeting dates

Upcoming DALNET Executive Committee meetings are set from 9:00 AM until noon, at sites to be determined, on these dates: 1 March, 26 April, 21 June and 23 August 2004.

Attendance at the December 2003 Executive Committee meeting

Nancy Skowronski, Executive Committee Chair; Margaret Auer, Jerry Bosler, Steven Bowers, Nancy Bulgarelli, James Flaherty, Karen Tubolino and Sandra Yee. DALNET staff: Robert Harris, Scott Muir and Michael Piper.