

**DALNET PROJECT MANAGERS MEETING
DETROIT INSTITUTE OF ARTS, BOARD ROOM, 3RD FLOOR
JANUARY 8, 2001, 1:00-4:00 PM**

MINUTES

Present: D. Adams, Botsford; C. Agnew, Marygrove; M. Barash, DALNET; B. Bett, MCC; L. Bugg, WSU/DALNET; D. Callaway, DALNET; M. Dow, Hutzel; M. Durivage, VA; C. Eames, Children's; J. Emahiser, Beaumont; A. Evans, DALNET; J. Flaherty, WC3D; M. Galvin, DIA; A. Lim, DALNET; S. Muir, DALNET; P. Orr, HFMGV; L. Papa, UDM; C. Skewes, DIA/DALNET; J. Trzeciak, WSU; D. Zyskowski, OCLL.

- 1. Introductions, review agenda:** M. Barash, the new DALNET Database Management librarian was introduced. She will begin work on January 16th. Her most recent assignment was at William Tyndale College and she has previously worked at UD-Mercy and at Detroit Public Library.

The following agenda items were added: Recent downtime, Z39.50 links, and training for FY close. These were added under Horizon update

- 2. Status of DALNET positions:** Michael Piper has accepted the position of DALNET Director and will be starting on March 1st. J. Trzeciak reported that there is one new candidate for the Sybase Administrator position. The Help Desk at DPL will be phased out on January 31st and procedures will be issued for what needs to be done to report problems when the Help Desk goes away. The DALNET Webmaster position description is being written. Under discussion is the most appropriate position classification for the position—a librarian or an information technology professional. A position description is also being drafted for the third DALNET systems librarian.
- 3. DALNET's Redesigned Website Prototype—**M. Galvin, Chair of the Website Committee and C. Skewes, Website Designer at DIA, presented the prototype of the new DALNET website. M. Galvin needs institutional profiles to post to the site similar to the access and hours information that was used with NOTIS. She will post a sample profile on the PM lists. The prototype was well received by those in attendance and will be presented to the Board at their January 22nd meeting. The prototype may be viewed at <http://dia.org/DALNET>.
- 4. Information Hub Development Committee Report—**S. Muir distributed a survey whose purpose is to identify potential Hub projects. He will post the survey on the DALNETPB list, too. These surveys are to be returned to K. Tubolino at the VA. We are looking at collections that can be digitized and made available, not existing sites to be linked.

The Health Sciences Calendar project is underway. A contract has been signed with Strategic Staffing Solutions. The committee is reviewing a project plan. In three months, the task force hopes to have a prototype calendar working with 10 agencies. This is funded from the Ameritech grant and will be a prototype for other calendar-based projects for DALNET.

S. Muir reported on the joint meeting between the Steering Committee and the IHDC. Is there a need for a new organizational structure? A proposal for a new organizational structure was distributed. It was suggested that all committees be chaired by DALNET members, not the staff. It is proposed that the Database Standards Committee, the Union Catalog/Authority Task Force, and the Metadata Task Force merge into a single committee.

5. **DALNET Project Manager's Group**— There was a lengthy and lively discussion about the current and continuing role of the Project Managers' group.

L. Bugg began the discussion by reviewing that the group goes back to 1987. Each DALNET library is required to have a Project Manager, with responsibility for implementing and operating the shared automated library system (i.e., Horizon) at his/her library. The functional committees for the shared system (Database Standards, Acquisitions/Serials, Circulation Standards) report to the Board through the Project Managers. Administrative and policy making committees, such as the Finance Committee, Collection Development and Collection Access (i.e., resource sharing), report directly to the Board.

- a. What needs does the group serve?
- It has functioned as the main line of communication about the shared system, including deciding on committee recommendations, sharing experiences with other libraries, asking questions face to face.
 - It has provided opportunities to network with colleagues and learn about how other libraries are using the shared system.
 - It has provided a forum to discuss important problems, e.g., the support needs for WebPAC, to bring up operational issues, to learn about technical areas from DALNET staff.
 - Every library is represented, so there is an egalitarian feel to the group. Since each institution does not (and often cannot) have a representative on every functional committee, the reports to the Project Managers are the one place where everyone can have input to the committee recommendations. The Project Managers' group is seen as having the best representation for discussions that resulted in broadly made decisions for the shared system.
 - It has provided an opportunity for DALNET staff to work with the entire group of Project Managers, including on procedural matters that need to be figured out for Horizon to work for everyone.

- b. What needs could be met other ways?
- Listservs are currently used for communication with/among Project Managers and with/among the staff of DALNET libraries. It was recommended that the number of listservs be reduced for improved communication, e.g., the DHMT and DALNET lists be merged and the DALNETPM list be discontinued in favor of using the combined Project Managers and Board list DALNETPB.
 - Online discussions, e.g., Web chat; distribution of reports via the Web, e.g., like epixtech's eBuzz service; and more use of DALNET's developing Website were suggested.
 - The listserv could be used for voting, as is done with the Board list.
- c. Should the Project Managers' group be continued?
- The consensus of those present was to continue the Project Managers group, especially given the importance of the Project Managers' responsibility for implementing and operating Horizon at their libraries.
 - In fact, it was recommended that the Project Managers' group be given more responsibility and authority to take action, approve recommendations, and make decisions, especially about Horizon.
 - The relationship of the Project Managers group to the Horizon Steering Committee needs to be reviewed. The Steering Committee is the coordinating group for Horizon issues. Currently, the Steering Committee reports directly to the Board and the actions about Horizon are taken there. One idea put forward was that the Steering Committee could be the "Executive Committee" of the Project Managers' group. In the current structure, the Steering Committee members selected to "represent" specific types of libraries find it difficult to communicate with their "constituent" groups to get input to the Steering Committee.
 - The group recommended continuing to hold Project Managers' meetings every two months, alternating months with the Steering Committee meetings.
- d. What is the relationship between the Project Managers' group and the Information Hub Development Committee (IHDC)?
- The IHDC has been initially focused on conceptualizing the Hub, e.g., vision and policy issues. It is responsible for directing Hub development.
 - Project Managers serve as implementers. Their role with respect to Hub projects is unclear, as the scope of the Hub is still developing.

- The IHDC has been regularly reporting on their activities at the Project Managers' meetings.
- The arrival of the first DALNET Director provides an opportunity to review and refresh DALNET's vision and then to determine the best organizational structure to accomplish that vision.

6. **Horizon Update**—S. Muir briefly reviewed his written report (distributed) of the Steering Committee's Horizon priorities. Those items of highest priority relate to keeping the system running, keeping the software up to date, and finally enhancements.

A progress report summarizing the status of the seven DALNET Enhancements was also distributed. Each enhancement is at a different stage of development.

Copies of the downtime survey were distributed with the reminder that the purpose of the document is to determine just how much downtime can be tolerated by each library.

Recent system unavailability was not due to a Horizon failure, instead it was due to a failure of the WSU Computing Center's internal network which connects the various Horizon servers. A switch installed as part of an upgrade failed. J. Trzeciak will issue a brief report on the outage.

The Collection Access Committee has recommended that Z39.50 connections to the DALNET databases be allowed. This would provide similar access to all WebPACs and would allow bibliographic software packages such as EndNote and ProCite to be used to connect to WebPAC databases and to download records for further manipulation. We will place on the DALNET website some general information regarding how to do a Z39.50 configuration to search Horizon, but we won't be providing extensive support. It is clear that DALNET-wide standards for the attribute sets would make this process easier.

At least two DALNET libraries need to do their fiscal year close for Horizon acquisitions in January of each year. Instructions and/or training is needed for libraries to do this. WSU did a FY close procedure in October when their new fiscal year began. A. Lim will write the procedure and post it on DHMT.

7. **LSTA Grant to Link DALNET/OWLS/SLC**—L. Bugg updated the group on the kick off meeting for the LSTA grant for regional ILL. She described the teams that were being developed to coordinate the grant and encouraged the staff members of DALNET libraries to volunteer for one or more of the opportunities. The existing DALNET Circulation and ILL Committees will be the basis of DALNET's internal participation. The grant has funding for one year and thus must get to the evaluation phase by December 2001 or January 2002. This means

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a lot of intense work on a very short timeline. There was some discussion regarding the level of participation by various DALNET libraries since not all libraries circulate materials and some circulate materials only for use in their own buildings. Others were concerned about allowing unmediated service and potential abuse of the system. The following libraries have agreed to be in the first group of DALNET libraries to come up:

Botsford, DIA, DPL, HFMGV, MCC, OCC, UDM, VA, Walsh, WCCCD, and WSU.

8. **Other:** The HUG Large Libraries meeting will be held during the Midwinter meeting of the American Library Association on Saturday from 1PM to 3PM in the South American Room of the Capitol Hilton.

There is no news on the IMLS grant proposal being explored by the Arts Group. Meg Fisher will be retiring from *epixtech* in mid-January. She will be replaced by Ty Brown.

9. **Next Meeting**—The next Project Managers meeting will be on March 5, 2001. D. Adams from Botsford Hospital volunteered to host the meeting, which will be chaired by Scott Muir. Louise thanked the group for their gift, which they presented to her at the end of the meeting. Her role as chair of this group came to a close with the end of this meeting.

Respectfully submitted,

Anaclare Evans

February 15, 2001