



DALNET BOARD OF DIRECTORS
Meeting: Monday, May 8, 2000
1:00pm - 4:00 pm
Botsford Hospital/Zeiger Administration Building
Classroom A/B

AGENDA

1. Call to Order/Call to the Audience
2. Approval of the Minutes of March 20, 2000 (previously mailed) - ACTION
3. Ameritech Liaison Report - M. Auer
4. Proposed DALNET Director's position - R. Holley - ACTION
5. Grants Committee - D. Murphy
-LSTA grant application
6. Director of DALNET Online System Report - L. Bugg
-Database standards - Distributed at March meeting - ACTION
-Confirm email vote - DALNET Collection Development Committee - ACTION
7. DALNET Project Leaders Report - S. Muir
-Steering Committee - Proposed Revised Charge - ACTION
-Search Engine Task Force - Proposed Charge & Membership - ACTION
-Children's OPAC - Revised Membership Roster - ACTION
-Information Hub Development Committee - ACTION as needed
-Minutes 3/27/2000
-Executive Summary
-Task Forces: Cultural Resources/Economic Development/Health Sciences/Metadata
8. Central Site - J. Trzeciak
9. DALNET Outreach Coordinator Report - D. Callaway
-Status of member prospects
10. Old Business
11. New Business
-Schedule Discussion Time for Collection Development activities
12. Next Board meeting.
13. Adjournment.

DALNET BOARD MINUTES

Monday May 8, 2000
Botsford General Hospital

Present:

Phyllis Jose, Chair	OCL
Jerry Bosler	MCC
Debbie Adams	Botsford
Robert Holley	WSU
Margaret E Auer	UDM
Karen Tubolino	VA
Ann Walaskay	OCC
Nancy Bulgarelli	Beaumont
Maurice Wheeler	DPL
Cathy Eames	Childrens
David Murphy	Walsh
Jerome Shepard	DPS
Jean Brennan	Harper
Jennifer Moldwin	DIA
James Flaherty	WCCC
Pat Orr	GV

Staff: Scott Muir (WSU)
Louise Bugg (WSU)
Robert Harris (WSU)
Jeff Trzeciak (WSU)
~~Dee~~ Callaway (WSU)

- The meeting was called to order by P. Jose, Chairperson at 1:00PM.
First order of business was the introduction and welcoming of Pat Orr from Greenfield Village which is a new member of DALNET.
- ACTION:** J. Bosler moved, seconded by J. Brennan, that minutes of the March 20, 2000 Board meeting be approved as amended in Sect 2 for the date to read Jan. 24.
APPROVED.
- Ameritech Liaison Report consisted of four points**
 - Jan Fleming, the legal counsel, is looking at the ALS contracts to determine if we need to rewrite them to reflect the new name of the company, epixtech.
 - The question of whether DALNET can invite other non-DALNET librarians to attend Horizon training sessions was presented to epixtech. They are evaluating the proposal and will get back to us.
 - Epixtech communicated that Ferris State University turned down a contract with epixtech based on a bad recommendation they received from a DALNET library. It is important to communicate with all DALNET institution staffs that they be positive and fair, yet honest when discussing Horizon with other librarians.
 - M. Auer reported that Lana Porter has accepted a position on UDM's Board of Directors. It was determined that this does not constitute a conflict of interest and M. Auer will retain her position as DALNET liaison to epixtech.

After further discussion, it was determined that if any Board member hears about negative discussions taking place at DALNET meetings they communicate this information to P. Jose as Chairperson for her to investigate.

4. **ACTION:** J. Bosler moved, seconded by M. Auer, that the Board go into Executive Session
APPROVED

ACTION: J. Bosler moved, seconded by A. Walaskay, that the Board go out of Executive Session.

APPROVED

ACTION: The committee set up to study the feasibility of creation of a DALNET Director Position submitted a resolution for the Board to adopt the DALNET Director Position as amended in the attached document.

APPROVED

Further development of a position description and evaluation criteria will be presented at the next Board meeting.

5. The LSTA grant for ILL software linking the three groups together (DALNET, OWLS and Macomb) was written by Eileen Palmer. It requests \$125,000 and will service over 50% of the population of Michigan. Tammy Turgeon of Macomb did the timeline and numerous letters of support were received from all participating institutions. There are four parts to the grant proposal:
- Purchase of ILL software for all three partners
 - A server for DALNET
 - Three new stops for the van delivery system
 - Consulting services from MLC for a Z Web interface
6. The new proposed database standards were distributed at the last board meeting. This document will replace two previous standard documents.
- ACTION:** M. Auer moved, seconded by D. Adams, that the Board adopt the new database standards as presented.
- APPROVED**
- New documents were distributed from the Database Standards Committee for Board review and vote at the next meeting.
- ACTION:** A. Walaskay moved, seconded by J. Bosler, that the Board confirm the email vote to disband the Collection Development Committee.
- APPROVED**
- An email vote will be taken of the Board to replace the hospital representative on the Access Committee since J. Gilbert (Beaumont) is retiring.
7. The Board discussed the proposed changes to the charge of the Steering Committee. It was decided that no revision of the original charge to the Committee is necessary but that the Committee will refocus the charge adding additional objectives and this will be outlined in a document to be presented to the Board at the next meeting.

ACTION: J. Flaherty moved, seconded by M. Auer, that the Board accept the recommendation of the Children's OPAC Task Force to create a Search Engine Task Force as outlined in the presented document. S. Muir will be the contact between these two groups.

APPROVED

ACTION: J. Bosler moved, seconded by D. Adams, that the Board approve the changes suggested in the membership roster of the Children's OPAC Task Force

APPROVED

The Board discussed the Executive Summary and minutes of the Information Hub Committee.

ACTION: J. Bosler moved, M. Auer seconded, that the Board adopt the concept of an Information Hub as presented including the creation of the four Task Forces as amended and the approval of the ability of the Information Hub Committee to create ad hoc working groups as needed. It was noted that all projects requiring time and or financial support would be brought to the Board for approval before proceeding.

APPROVED

DALNET Systems office found out that neither RSS nor URSA will work with ipac. This will impact our ability to deliver both full ILL services and an improved web interface at the same time. It was felt that within a year the ILL delivery product would be fully compatible.

Meanwhile there needs to be a priority for the Systems staff concerning whether we concentrate on ILL or ipac implementation.

ACTION: A. Walaskay moved, seconded by D. Adams, that the Board direct the Systems Office to make ipac installation their priority item.

APPROVED with one dissension

ACTION: D. Adams moved, J. Moldwin seconded, that the Board direct the President of DALNET and the DALNET epixtech liaison to discuss this issue with epixtech and express our desire to put both of these products up simultaneously.

APPROVED

8. The meeting with Sun staff to discuss systems issues was positive. Sun manager, Jerry Berry, and our sales representative as well as technical support staff attended. A 'call action' procedure was set up to emphasize the chain of command and state that a person can not leave a job until he/she has been relieved. Sun is concerned about the responsiveness of their technical staff.

The two vacant DALNET positions at WSU have been posted and there are candidates. They are expected to be filled by mid to late June. Applications for the WAN administrator are being reviewed and there are job interviews for the DALNET Webmaster scheduled for this week

The 'retreat' with DALNET systems staff, Sun, and epixtech is still to be set up. The availability of DALNET Board members to attend this meeting will be important when setting up the date.

9. A written report on the status of member prospects was submitted. D. Callaway also discussed the development of a formal marketing plan for DALNET. Issues to be considered include how to promote the organization, how big do we want to be and how fast can we grow. She will develop a draft outline and submit this to P. Jose and J. Bosler for presentation to the Board
10. D. Callaway will submit a press release to P. Jose announcing that Greenfield Village is a new member of DALNET.

11. We will schedule discussion time for Collection Development activities at the next meeting.

M. Wheeler asked if there was interest on the part of the Board to meet with Christie Brandau, the new state librarian on June 14. She will be at DPL that day for a ceremony at 10am. P, Jose will make arrangements.

DALNET office will check with Harry Masek regarding the status of frame relay bills before the end of the current fiscal year.

12. The next meeting was scheduled for June 26, 2000 at 1PM to be held at the Detroit Institute of Arts.

Meeting adjourned at 4:30PM.

Karen M Tubolino
Secretary

DALNET Director Position

DALNET Director Position Concept

DALNET's new vision and goals for expanding membership, developing the Information Hub through the shared Im@gine system, and raising outside funds through grants call for a full-time director to provide leadership and administrative support for the consortium. Currently, the responsibilities of a director are distributed among several DALNET staff and Board positions. Those responsibilities need to be consolidated in the director position. It is also important that the director not only have responsibility for accomplishing the goals of the consortium, but also have the authority to oversee the staff and its work. While Wayne State employs this individual, they are an employee of DALNET and are responsible to the consortium.

RECOMMENDATION: That a position of DALNET Director, with authority to oversee the DALNET staff, be created for Fiscal Year 2001, which begins October 1, 2000. See attached draft position posting for details.

Funding the DALNET Director Position

The DALNET Director position can be funded in FY2001 with the salary from the Project Manager position and a reallocation of salaries for other staff at Wayne State University who are currently handling some of these responsibilities. For this position to be advertised and filled, however, it needs to be a permanently budgeted position.

RECOMMENDATION: that the FY2001 DALNET budget, which includes the Project Manager position, become the base level in order to have a permanently budgeted DALNET Director position.

DALNET Director Reporting Lines

Given that Wayne State University will continue to be the fiscal agent for DALNET, the President of DALNET, in consultation with the DALNET Board, is responsible for hiring and evaluating the DALNET Director.

RECOMMENDATION: that the DALNET Director be responsible to the DALNET Board through the Board Chair, maintaining not less than bi-weekly communication with the Board Chair, and reports to President of DALNET on a day-to-day basis.

The DALNET Director will have direct authority over the DALNET staff positions at Wayne State University. Those positions include: the outreach coordinator, the secretary, the systems librarians, the systems analysts, and a library assistant. A reporting mechanism will be established with the Associate Director for Information Systems at the

Detroit Public Library to cover the DALNET/DPL staff. Those positions include: the system administrator, the WAN administrator, the Webmaster, and the Help Desk staff. The key responsibility is the development of a team concept encompassing all DALNET staff – both WSU & DPL. (As of May 2000, the combined total DALNET staff is 12.06 FTE.)

Positions that would not report to the DALNET Director include: the DALNET Treasurer and the 1.5 FTE at WSU who provide authority database management for DALNET's shared authority file and union online catalog. While DALNET's resource authority file continues to be Wayne State University's authority file, these staff will continue to be a part of the Database Management Team at WSU. This reporting line will be reviewed when *epixtech* delivers the Horizon shared authority file and union catalog enhancements for DALNET.

RECOMMENDATION: the DALNET staff reports to the Director and forms a team to carry forward the work of the consortium. See proposed DALNET organization chart for details.

Submitted by the ad-hoc Board Committee,
Robert Holley, President, convener
Phyllis Jose, Board Chair
Gerald Bosler, Finance Committee Chair
Robert Harris, DALNET Treasurer
Kerry Sanders, DPL representative
Louise Bugg, WSU/DALNET staff
April 25, 2000
Revised as per Board amendments 5/8/2000

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April 25, 2000
Revised as per Board amendments 5/8/2000

HIRING PROCESS FOR THE DALNET DIRECTOR_PRIVATE __

DRAFT

1. The DALNET President will appoint the search committee and designate the Chair in consultation with the Chair of the DALNET Board of Directors. The search committee will be composed of five or seven members selected to represent the various constituencies. Depending upon the composition of the search committee, someone with experience in the hiring process at Wayne State University maybe asked to serve as an ex-officio member of the search committee to bring knowledge of Wayne State University requirements for searches and hiring.
2. The Search Committee will be instructed to carry out a national search that will include following Wayne State University requirements for advertising to assure equal opportunity.
3. The interview process will include, at a minimum, the following:
 - Open presentation on a topic relevant to the position
 - Session with the Search Committee
 - Session with DPL and Wayne State DALNET staff
 - Session with DALNET administration (President, Chair, Vice-Chair, Treasurer and DPL Director)
 - Session with Board
4. Those who attend any session will be asked to fill out an evaluation form that will be brief and generic enough to encourage participation.
5. The search committee will present its recommendation to the DALNET President. The recommendation will give the strengths and weaknesses of the selected candidates without ranking.
6. The final decision to select the DALNET Director will occur at a meeting of the DALNET administration (President, Chair, Vice-Chair, Treasurer and DPL Director).
7. To meet a hiring deadline of October 1, 2000, the following aggressive timeline is required:

June	Appoint committee Complete position description and posting
July	Post and advertise the position Screen candidates
Aug./Sep.	Interview candidates
September	Make decision and negotiate with candidate

It is more likely, given publication delays for advertisements and difficulties in scheduling, that a candidate will not be hired until October or November and may not start until even later. The Board should consider whether it is desirable to ask epixtech to extend the contract for Scott Muir until the DALNET Director position is filled.

Prepared by Robert P. Holley
June 8, 2000, Revised June 13

Hiring Process for DALNET Director
June 13, 2000
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D R A F T

DALNET Director Position

The Detroit Area Library Network (DALNET), through Wayne State University as its fiscal agent, seeks candidates for the position of DALNET Director beginning October 1, 2000.

DALNET is a consortium of 21 academic, public, professional and museum libraries located in Southeast Michigan. Founded as a nonprofit corporation in 1985, DALNET seeks to be a model multi-type library cooperative that supports the life-long information needs of a diverse community of users. DALNET libraries recently migrated to a new shared library information system named Im@gine, that uses Horizon software from *epixtech* to automate library operations and to provide a common service gateway. DALNET libraries have over 8 million items in their collections and serve over 650,000 registered patrons in the metropolitan area.

DALNET's vision is to develop Im@gine into an information hub on the World Wide Web that not only links together traditional library resources in the area, but also creates and makes available new databases from unique resources found no where else in the world. DALNET member libraries share the cost of the annual operating budget, which is about \$1.7 million. For more information, see DALNET's Web page at <http://www.lib.wayne.edu/dalnet/>.

Wayne State University, as the host site for DALNET, is a Carnegie Research University I with a demonstrated commitment to teaching and learning excellence. The University's enrollment of 31,000 students (20,000 undergraduates) makes it the 21st largest university in the United States. The University is located in an attractive urban setting, surrounded by museums, theaters and corporate offices and is easily accessible from several Detroit-area interstate freeways and Canada.

Responsibilities

The DALNET Director is responsible for:

- providing leadership and administrative support to accomplish the vision of the consortium;
- developing plans and budgets to accomplish its goals;
- directing the operations of the DALNET staff of approximately 12 FTEs;
- managing grants and contracts; and
- marketing and fund raising.

The Director is responsible to the DALNET Board and reports to the Dean of the Wayne State University Library System, who is the President of DALNET.

DALNET Director Position

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Qualifications

Required: Masters degree from an ALA-accredited library school and a minimum of 10 years' experience in library administration or management of library automation; excellent verbal and written communication skills; excellent organizational and interpersonal skills, including negotiation; demonstrated leadership abilities.

Preferred: Experience in a large, complex library system or in a library consortium; experience managing a large integrated library system; a record of successful grant writing and management.

Salary and Benefits

Salary range: \$75,000-\$85,000 commensurate with education and experience; 22 days vacation per year, University holidays and excellent fringe benefits, including TIAA/CREF or Fidelity, tuition assistance for employees and family members, and relocation assistance.

Application

Please mail or FAX a letter of application summarizing relevant experience, a resume, and the names, addresses, telephone numbers, and e-mail addresses of at least three references to:

Robert Harris, Assistant Dean for Fiscal Affairs, Wayne State University Library System, 3100 Undergraduate Library, Detroit, MI 48202. FAX 313/577-5177.

Consideration of applicants will begin on July 12, 2000 and continue until the position is filled. Position available: October 1, 2000.

Wayne State University is an equal opportunity/affirmative action employer.

Draft L. Bugg
April 25, 2000

DRAFT Proposed Revised charge DALNET Steering Committee Charge

This first section was extracted and revised from The DALNET Ameritech Partnership Proposal specifies the following responsibilities for the DALNET Steering Committee (under Business Guidelines, Section 5):

- Preparing goals and objectives for Board approval.
- Approving time-bounded plans designed to achieve goals and objectives.
- Reviewing and submitting for Board approval policies and standards related to goals.
- Approving staffing action requests brought to the team by the project leaders.
- Identifying training needs.
- Monitoring the progress of the partnership project to ensure goals and objectives are achieved in a timely manner.
- Preparing annual reports on partnership activities.
- Developing or reviewing budget requests for the partner's approval.
- Recommending procedures for DALNET Board and *epixtech Ameritech* Management Team approval. The procedures to be developed should include:
 - Evaluating the performance of the project leaders.
 - Resolving disagreements.
 - Ensuring the celebration of milestones.
 - Escalating unresolved problem through the *epixtech Ameritech* Account Manager.
 - Selecting and evaluating participants in development/enhancement projects.

The Steering Committee recommends it be assigned three additional areas of responsibilities:

- Monitor ongoing development of DALNET Horizon enhancements and new *epixtech* products.
- Identify interim solutions to Horizon for operational needs for DALNET members, when needed.
- Address new policy issues resulting from the incorporation of new DALNET members into Horizon

Current Members

Scott P. Muir (chair)

Leo Papa –UDM

Mary Ann Sheble – OCC

Jim Flaherty – WCCCD

Debbie Adams – Botsford

Louise Bugg – WSU/DALNET

Karen Bacsanyi - WSU

Phyllis Jose - OCLL

Kerry Sanders – DPL

(Randy Call - DPL)

April 18, 2000

DRAFT

Search Engine Task Force

The Search Engine Task Force will be responsible for working with *epitech* to deliver the search engine enhancements in the DALNET contract. The task force will work in conjunction with the Children's OPAC Task Force to improve the web-based searching of Horizon. The Task Force will look at web search engines, library catalogs, and other relevant products to identify desirable features and develop functional specification for inclusion in the DALNET search engine. These specifications should be complete by August 30, 2000. The Task Force will work with *epitech* to establish a time-line and to review developments. The Task Force will report to the DALNET Steering Committee through the DALNET Project Manager who will also coordinate the work of the two Task Forces.

Primary focus should go to the DALNET specified enhancements in the contract that requires. These functions are to be incorporated into the DALNET web-based search engine.

- Concept-searching
- Spell-checker
- Result set ranking
- Pre-defined searches

The task force may also consider additional functionality suggested by *epitech* - after the completion on the contractual specifications. This second phase can more fully address the needs of the DALNET Information Hub incorporating the searching of Horizon catalogs, DALNET bibliographic databases, DALNET metadata elements, and the World Wide Web. This list includes, but is not, limited to:

- Synonym recognition
- No Dead End workflow
- High ease of use
- Online help

Potential Committee members:

- Leo Papa (UDM) – chair
- Bob Chapman (DPL)
- Vanessa Middleton (WSU)
- Sherman (Xiangman) Zhang (LISP)

Adriene Lim (DALNET liaison)

April 18, 2000



OAKLAND
COMMUNITY
COLLEGE

OAKLAND COUNTY

MAR 23 2000

Royal Oak Campus
739 S. Washington Avenue, Royal Oak, MI 48067-3898

Research Library

(810) 544-4900 Fax: (810) 544-4955

March 22, 2000

Ms. Phyllis Jose
Chair, DALNET Board
Oakland County Research Library
1200 N. Telegraph Road
Pontiac, MI 48341-0453

Dear Phyllis:

Since MLC began group purchasing for libraries, the DALNET Collection Development Committee has been struggling to define its role. We have been somewhat inactive for 1999-2000 although we endeavored to compile a listing of member subscription electronic databases. I am enclosing that compilation, which is not comprehensive because of poor response, but does reflect the richness of electronic databases in our consortium.

Because I am transferring to another department at OCC, I will no longer be involved with collection development and must tender my resignation as Chair of the CDC. I surveyed the other CDC members for their opinions on the future of the Committee and received responses from four members. Three of the four are longstanding members who voted for disbanding, a decision with which I agree. The fourth member, who is new to the committee, voted to go on a hiatus until a mission is determined. I did not receive responses from four members.

I've appreciated the opportunity to serve on the Committee and to meet such wonderful colleagues. However, to quote from one member's comments, "We have spent so much time trying to define our role, I've come to the conclusion we really don't have one."

Sincerely,

Mary Anne Nagler
Chair, DALNET Collection Development Committee