DALNET Project Manager's

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.

Notes from January 8, 2001