

DALNET BOARD MEETING
October 3, 1989

Present: Deborah Adams, Margaret Auer, Louise Bugg, Jean Curtis, Joan Emahiser, James Flaherty, Suzanne Frankie, Kul Gauri, Robert Harris, Michele Klein, Charlette Liner, Sandra Martin, Judy Murray, Peter Spyers-Duran.

Jean Curtis called the meeting to order at 12:30 pm. The minutes for the June 21 meeting were approved with the addendum under item 2 of the sentence "Ron Gardner also talked about GAC and tape loading."

Item 1

Nominations were solicited and received for all Executive Committee positions. The elected officers for 1989/90 are as follows:

Jean Curtis, Chair
Margaret Auer, Vice Chair
Joan Smith, Secretary
Jim Flaherty, Treasurer

Item 2

Peter presented a proposal to add one librarian to the DALNET Systems staff at WSU. Discussion revolved around the job description and duties as well as the expected length of time the position would be needed. Peter explained that 12 month positions with a renewal option are not uncommon at WSU. It was suggested that an initial two year guarantee may be advantageous since it requires about a year for the person to be fully trained and operational. Louise said they would like the person to be involved with staff training and module implementation, particularly circulation and cataloging. This would leave Charlene to concentrate on acquisitions and serials. Judy MOVED to approve the addition of a librarian position to the Systems staff for the purpose of supporting DALNET members. This was seconded by Joan Emahiser and APPROVED by the Board. Margaret MOVED that option #3 submitted by Peter be supported to allocate funds to finance the position. Kul Gauri MOVED TO AMEND the motion to state that salary and fringe benefits should not exceed \$40,000 and that the option #3 formula would be used the first year and then the allocation for the new position would be rolled into the general formula in subsequent years. Both the motion and the amendment were APPROVED by the Board.

Peter also reported that Network Control has reconfigured its staff and has promised to improve their response to problems reported by member institutions. He requested that any future problems with Network Control should be reported to him via PROFS with specifics as to the time, date, etc.

Item 3

A Task Force was established to review allocation formulas for the 1990/91 budget year. The Task Force includes the members of the Budget and Finance Committee as well as Jean Houghton, Judy Murray, and Deborah Adams. Peter requested that a formula be determined by Dec. 15. He also requested that every member institution send their wish lists, approved by their directors, to him by Dec. 15. Jim expressed concern about capacity of the system. Peter explained that no one can predict capacity needs in advance but the equipment does show them capacity and usage at the present time.

Item 4

Peter explained that the mainframe is now 6 years old and should be replaced and upgraded. One way to raise the capital would be to expand the DALNET membership. He has had inquiries from Detroit Public Schools and from Oakland County Schools. The Detroit system would include the automation of 22 high school libraries and would provide major capital. The Oakland Schools plan is to automate the main Library with look up capability only for the member schools in Oakland County. Deborah asked about the depreciation account which was intended to be used to upgrade equipment. Peter said that is one possibility. Michele expressed strong concern about high school students having access to our collections. Margaret reported that the financial viability of the Detroit schools is extremely questionable for such a large project. Several Board members expressed concern about the negative value of adding high school level collections to the database. Suzanne suggested that WSU might offer them services separate from the current DALNET database. Deborah reminded everyone that there is a major issue regarding the future need for enhancements and upgrades and this will require money. Money could be obtained by increasing our allocations, by adding new members, or through grants. Louise explained that the Oakland Schools Library was for teachers and other school professionals and that terminals would be in the administrative offices of the high school and not in the learning resource centers.

Item 5

- a. Louise reported that CPU usage was running at 21.5% and disk usage indicators were low. Out of 20 gigabytes on the disk drives there are 2.5 available. She is recommending that WSU add additional disk space. Keyword will be operational for staff at WSU this month. The Computing Center has reported that we are experiencing front end slowdowns. A new front end is on order for DALNET and telecommunications equipment will be expanded to an additional 80 lines. They are looking at options for upgrading the CPU either through a trade-in or by buying part of a super computer from the Computing Center.

- Peter presented a summary of a grant application which will be submitted to the National Library of Medicine. It was determined that since this involved the potential addition of two hospital libraries which were already approved by the Board as new members in DALNET, the grant did not require any action on the part of the Board. However, since the grant involved the addition of MEDLINE through the multiple database access capability, Kul MOVED that the Board approve the proposed NLM grant as written with a review of the costs for the MEDLINE database after the two year grant to determine whether it should be continued for DALNET. The motion was APPROVED with one abstention from Margaret. Margaret expressed concern that the Board needs to be apprised of activities, projects, etc. that impact DALNET at the idea level and not "after the fact". Jim suggested the use of PROFS to effect timely delivery of this kind of information. There was concern that the project managers were hearing about activities before the Board members. Suzanne MOVED that the Executive Committee examine the communication problem and develop guidelines to improve communication to the Board. The motion was APPROVED.
- c. Louise reported that University of Michigan has mounted WILSONLINE on their NOTIS system and she will be arranging a demonstration with them. Peter explained that WSU was very interested in the multiple database access. The other academic Board members were also in favor of this capability with some concerns about cost and system capacity.
- A list of the current members of the DALNET Task Forces and Committees was distributed. Corrections and additions were reported to Louise.
- e. An Authority Committee was established to work with Nancy Hunn, the authority control consultant from NOTIS. The Committee members are Bob Holly, Charlene Wecker, Barton Lessin, Anne Sargent, ~~Michele Joan Klein~~, and Nancy Skowronski.
- ~~E. Mahiser~~ E. Mahiser
- f. A minimal level bibliographic record standards document was presented to the Board by Peter on behalf of the Database Standards Committee. Macomb Community College also presented some proposed revisions to the document. Margaret MOVED that the document as presented by the Committee be approved in principle and any additional recommendations be considered and acted upon by the Committee in the future. The motion was APPROVED.

Louise reported that our NOTIS contract will be up in 1990 and that in 1991 our maintenance fee will go from \$13,000 to \$29,500.

The meeting adjourned at 3:40 pm.

Respectfully submitted,

Deborah Adams

D R A F T

Proposal for Improved DALNET Service

DALNET Libraries have expressed the need for expanded user services to meet their growing demand, as current members implement more modules of NOTIS. Their needs are in two areas: (1) support for the NOTIS application from the DALNET office, and (2) support from the WSU C & IT for daily telecommunications problems.

Proposal:

(1) To meet the need for more support from the DALNET office, it is proposed that:

- A third librarian be hired for training and user services (see attached job description);
- A full-time office assistant be hired for clerical support (generic job description attached);
- A DALNET HELP DESK be set up (see attached description).

(2) To meet the need for increased support from the C & IT, it is proposed that:

- One FTE network control staff be funded;
- Current Network Control staff on evenings and weekends receive special training in DALNET library telecommunications requirements.

Costs:

(1)	Librarian position	\$ 40,000
	Clerical Assistant (full-time)	16,000
	HELP DESK Phone System	2,500
	Workstations for Librarian and Office Assistant	<u>7,000</u>
	Subtotal	\$ 65,500
(2)	C & IT Network Control - 1 FTE	\$ 34,000
	C & IT Training Program	<u>1,500</u>
	Total	\$101,000

L. Bugg
7-24-89

LB89-205

Options for Cost Sharing

	<u>All Libraries</u>		<u>Excluding WSU</u>		<u>Difference</u>
	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	
WSU	25.48	\$25,735	0.00	\$ 0	-\$25,735
OU	7.69	7,769	11.27	11,383	+ 3,614
Beaumont	.91	919	1.12	1,131	+ 212
Botsford	.50	505	.50	505	0
WCCC	3.44	3,474	4.72	4,767	+ 1,293
DPL/DAL	45.32	45,772	59.19	59,782	+ 14,010
Children's	.50	505	.50	505	0
() UD	6.26	6,322	9.33	9,423	+ 3,101
Oakland Cty. Law	.50	505	.61	616	+ 111
MCC	4.00	4,040	5.43	5,484	+ 1,444
Harper	.92	929	1.14	1,152	+ 223
OCC	<u>4.48</u>	<u>4,525</u>	<u>6.19</u>	<u>6,252</u>	<u>+ 1,727</u>
TOTAL	100.00%	\$101,000	100.00%	\$101,000	0

L. Bugg/R. Harris
July 17, 1989

LB89-206

Wayne State University Libraries

Systems Librarian

Job Description

Provide training and user services for members of a multi-type library consortium in the Detroit area sharing a NOTIS installation. Primarily responsible for assisting member libraries with the implementation and operation of the NOTIS online catalog and circulation modules. Share responsibility for operating a User Help Desk with other Systems staff. Assist with developing new automated services for member libraries.

Qualifications

Masters Degree from an ALA accredited library school is required. Minimum of three years' library experience required, with assignments in systems or public services preferred. Experience with NOTIS library management system desirable. Demonstrated teaching ability essential, along with effective verbal and written communication skills. Experience with microcomputers and database searching desirable. Applicants should have good interpersonal skills, initiative, and a high energy level.

Location

Wayne State University is a national research university located in an attractive part of the city in the park-like setting of the Detroit Cultural Center. Wayne State is the host institution for the Detroit Area Library Network (DALNET), a non-profit corporation formed in 1985 to enable its members to provide improved library services through shared automation. DALNET currently has twelve member libraries, including three universities, four hospitals, three community colleges, the Detroit Public Library with the Highland Park Public, and a county law library.

Salary and Benefits

Minimum salary \$28,000; negotiable depending on qualifications and experience. Excellent fringe benefits, tuition reduction for dependents, relocation assistance. Position available October 1. Please send resume and/or call Suzanne C. Schuelke, Wayne State University, Assistant to Dean of Libraries, 134 Purdy Library, Detroit, MI 48202. Phone: (313) 577-4238. FAX: (313) 577-4172.

WAYNE STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.

DRAFT

L. Bugg, 7-19-89

WAYNE STATE UNIVERSITY
POSITION DESCRIPTION

Title Office Assistant I

Date March, 1988

Revised Date _____

Class Number _____

POSITION PURPOSE

Perform a variety of semi-routine clerical functions according to established procedures and departmental assignments.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide routine information concerning department procedures.
- Answer telephones and direct questions to appropriate individual.
- Perform routine typing, post changes in academic, financial and personnel records.
- File information and material for the department or unit. Extracts from files when requested.
- May be involved with data entry of information.
- Makes photocopies when directed.
- Arranges appointments for staff members.
- Performs related work as assigned.

ADDITIONAL COMMENTS

Position involves routine and repetitive clerical tasks. Requires ability to learn and operate word processor, typewriter and other office equipment. Works in a pleasant indoor environment. Reports to various clerical level positions, supervisors or managers.

MINIMUM QUALIFICATIONS

- High school graduate.
- Typing skills preferred.

pd143

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

DALNET HELP DESK

Purpose:

To provide trained staff to answer questions about, and handle problems with, NOTIS during scheduled weekday hours; and to provide a message-taking service during the business hours that trained staff are not scheduled.

Hours:

Initially, schedule ten hours a week, 2:00 - 4:00 p.m., Monday through Friday. Later, when more trained staff available, expand to 20 hours a week, adding 9:30 - 11:30 a.m. daily.

Staffing:

Initially staffed by Charlene Wecker and Louise Bugg, with Denise Taylor as backup. Later, a third librarian would be added and Denise would be scheduled regularly.

Procedures:

- (1) Guidelines for users will be developed to include:
 - Instructions for calling;
 - List of DALNET staff assignments for direct calls;
 - What to do in an emergency;
 - Hardware and telecommunications problem help.
- (2) All calls will be logged and problems tracked, initially with a paper system, but later using an online system searchable by all users.
- (3) A separate telephone line will be installed for the HELP DESK, with an answering machine to record calls when not staffed.

Tasks to be Done:

Target Dates

Develop procedures	August 1989
Install phone line	September 1989
Begin 10 hours per week	September 1989
Librarian position approved/funded	September 1989
Train Denise Taylor	October 1989
Librarian hired	November 1989
Librarian trained	March 1990
Expand to 20 hours per week	March 1990

L. Bugg
July 20, 1989

LB89-205