DALNET DIRECTORS/ADMINISTRATORS MEETING

Minutes of February 7, 1985, meeting.

Present: D. Adams, M. Auer, F. Buckley, L. Bugg, N. Bulgarelli, B.
          Finn, J. Flaherty, E. Hilker, B. Johnson, L. Loke, J. Luksik,
          M. Merry, J. Morgan, D. Nameth, S. Phillips, T. Risto, N.
          Skowronski, J. Smith, P. Spyers-Duran, F. Tucker, F. Van Toll
          A. Walasky, C. Wecker, J. Williams.

Guests: G. Alt and M. Cohn, of Seyburn, Smith et. al.
          G. Harrison of Sims/Varner

1.   Governance Options

     G. Alt outlined the advantages of the not-for-profit corporation to
     DALNET. The joint venture option is not appropriate since it
     assumes a profit-making goal. The time line for incorporation
     includes these steps:

                    (a) File Articles of Incorporation -- 2 weeks.
                    (b) Draft bylaws - 2 to 3 months.
                    (c) Create a "subscription agreement" between DALNET
                        and its members.
                    (d) File for 501(c)(3) status -- preliminary ruling
                        in 90 days with official answer a year or more
                        later.

     It was agreed that DALNET begin the process of incorporating.
     Three signatures are required on the articles.

2.   System Procurement Decisions

     A.   Central Site Options

          G. Harrison presented a plan and cost analysis for remodeling
          the seventh floor of WSU's Science Library into a computer
          facility. Substantial savings, up to $96,000, could be made
          by combining the plans for Wayne State's and the rest of
          DALNET's space, rather than creating two sets of construction
          documents. Cost for construction documents, permits, etc.,
          can total 10% to 15% of the construction costs. DALNET will
          analyze its options for reducing total construction costs.

     B.   Site Visit Team Report

          This report was briefly discussed, since everyone had an
          opportunity to review it before the meeting. It was noted

that costs for programming needed to make the NOTIS software comparable to GEAC's were not estimated.

C.   Cost Analysis

Overall cost analysis for the two systems was presented. It now included costs for central site preparation and for the required telecommunications network. Total costs for central site, all local sites, and maintenance were estimated for five years for both the NOTIS and GEAC systems.

D.   The group came to consensus that GEAC was the system of choice for DALNET. Directors will support this choice in their institutions.

3.   Project Management Timelines

A chart reproduced by the University of Detroit and Henry Ford Hospital was distributed. To keep the project on schedule, it is crucial that network governance documents be developed immediately.

4.   Financial Planning

A.   Member Funding

Payment schedules based on cash-flow needs to finance the system must now be developed.

B.   Grants Task Force

L. Loke summarized the findings of the first Task Force meeting. To proceed, it is necessary that the nature of the network be clearly defined and that the cost sharing plans be detailed. The Task Force is willing to develop a document to seek local funds to finance a major DALNET Development Program.

5.   Additional Members in DALNET

It was agreed to follow the procedures outlined to evaluate the impact of Oakland University's request for inclusion in DALNET. A Subcommittee will do the evaluation and recommend action to the Study Group and Directors. The impact of changing Oakwood and Mt. Carmel Hospitals from "alternate" to "full" membership will also be reviewed. No decision was made on the type of membership that could be offered to Oakland.

It was agreed that there be no further membership additions during the planning process.

6. DALNET Budget Report

A review of the planning fund balance and anticipated legal expenses indicated a need for a third $500 contribution from each institution. A letter and invoice will be sent to each library director as before.

Submitted by,

Louise Bugg
Assistant Director for Library Systems
Wayne State University Libraries

February 20, 1985

LB/cms