DALNET Partnership Team Meeting
April 18, 1997; 3:30-5:00 p.m.
UDM - McNichols Library Conference Room

Present: M. Auer, L. Bugg, A. Fidler, J. Houser, M. Klein, M. Sheble, F. White

1.   <u>DALNET-ALS Partnership Proposal Components:</u> During the 4/8 and 4/9 Evanston meetings, L. Bugg and J. Houser worked with B. Easton and M. Hoashi-Franklin (ALS) to draft components of a DALNET-ALS partnership proposal. The proposal is based on earlier drafts completed by the DALNET Team and ALS. Sections of the revised proposal were faxed to DALNET Team members prior to the 4/18 meeting.

2.   <u>DALNET Needs for Horizon Enhancement:</u> The section on Horizon enhancements will be included in the "Project Plan" of the proposal. During the Evanston meetings, the document was revised to identify enhancements that will be coming in future releases of Horizon. J. Wilson (ALS) suggested for this section to be further revised to specify the role of DALNET in development projects. M. Auer suggested for revisions to specify that DALNET will be involved in developing specifications, and evaluating and testing enhancements. L. Bugg will edit this document.

3.   <u>ALS/DALNET Partnership Guidelines:</u> The following revisions were suggested:

   ●   Change personal pronouns to third party throughout the document.

   ●   Revise section 4.2 to eliminate the word "customer."

   ●   Change "The following list of procedures is not comprehensive ..." (following 5.6.9) to the positive tense and to reflect an evolving partnership process.

   ●   If 6.3 represents the goals and objectives to be approved by the DALNET Board, this should be stated.

   ●   Add "responsible" to 6.10.

   J. Houser will revise this document for the Team.

4.   <u>Partnership Project Plan:</u> The following revisions were suggested:

   ●   I.B. Revise to clarify the role of individual DALNET libraries.

   ●   I.C.,D. & E. Revise to designate that final review by the Board is necessary.

   ●   III.A. Add "Horizon." Revise "The DALNET central staff will need training ..." to "The DALNET central staff will be trained ..."

- Spell-check throughout the document.

- IV. (Introduction) Eliminate "As part of the Ameritech family ..."

- IV.B. Combine points 1.,2. & 3 into one statement.

- IV.C. Does not follow pattern of sections IV.A., B. & C. (opening with a short introductory paragraph).

- V. Should include a section on analyzing policies and standards of individual DALNET libraries.

Other comments made on the "Project Plan" were:

- II.E. Contracting services from ALS or a Detroit area vendor to operate the LMS system during the transition to Horizon would provide DALNET central office personnel with time to focus on implementing new products.

- IV.A. L. Bugg did not yet type her notes on costs for network planning. There are three levels of ALS network support possible for DALNET libraries; the most comprehensive is participation in a DALNET WAN with pc support. These levels will be reflected in cost options. A. Fidler suggested clarification to the Board: DALNET libraries participating in the DALNET WAN would have full technical support for setting up and maintaining networking services for Horizon. L. Bugg mentioned that there may be funding opportunities for DALNET to assist with the cost of a WAN, such as universal source funding for consortia.

- IV.D. This is an option for DALNET libraries interested in contracting for ALS network support services. The Help Desk would have software for tracking and analyzing problems, and would act as a central resource for referring DALNET libraries for assistance to resolve network and LMS related problems.

F. White offered to do an edit of this plan. J. Houser or L. Bugg will send a copy of the MS Word document to him.

5. Risk Assessment: This section of the proposal will be incorporated into the "Business Plan." J. Houser will continue to work on this section.

6. Next Steps:
    - M. Auer will attempt to schedule a DALNET Board meeting on 5/29. The partnership proposal will need to reach members of the Board by 5/19. A 5/15 timeframe was set for ALS to review and return the proposal to DALNET.

- A 4/23 workday was set for the Team to complete the proposal. The workday will be in the UDM McNichols Library conference room from 8:30 a.m.-2:00 p.m.

Notes by: M. Sheble
                   (4/20/97)

Distributed to: DALNET Team members

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