

**IHDC
Minutes
October 2, 2000
Wayne State University**

Present:

George Libbey Ann Walaskay
Karen Tubolino Duryea Callaway
Scott Muir, Chair

Minutes of previous meeting have not been distributed. George L. will follow-up.

- Discussion continued from previous meeting regarding staffing and equipment proposals. Updated information is needed from *Sun* to complete estimated equipment costs. Board member and Finance Committee member Karen T. indicated that she had enough information to make a complete presentation.
- A recommendation will be forwarded to the Finance Committee to clarify the mission and role of the Grants Committee in securing any funding that involves equipment or staffing.
- Continued review of the survey instrument was conducted. Several assignments need to be completed prior to the next meeting:
 1. George will draft a cover letter. The letter will include explanation of need for information,
 2. Scott and Dee will meet with Elaine Hockman, (WSU) to review survey layout, answer scales and format.

It was agreed that a sample illustrating a completed survey will be included and the survey form will be attainable on the DALNET website.

Optimum timelines:

Distribution- Nov. 13th with a return date of January 1.

Evaluation – January/February 2001

Selection and prioritization – March 2001

Reports from other taskforces/committees must also be considered during the evaluation process, e.g. Children's OPAC Report, Search Engine Taskforce.

Scheduling of future meetings will be discussed at the next meeting.

October 18th – due to several schedule conflicts Scott will poll members regarding date/time

November 1st – UDM

November 15th- to be decided.

Recorded by: D. Callaway