

**Information Hub Development Committee
Minutes of the February 21, 2001 Meeting
Detroit Public Library**

PRESENT: D. Callaway; W. Cromwell-Kessler; G. Libbey; S. Muir; D. Murphy; K. Tubolino; Anne Walaskay

1. Review of Minutes of Meeting of 2/7/01

- Minutes were approved as submitted.

2. IHDC Project Plan

- Document can be considered finished and appropriately disseminated.
- Will be renamed, *IHDC Planning Document*, a "looser," title, more compatible with the mixed nature of the document, which combines true goals and proposed actions with points that more accurately record decisions already made rather than proposed actions.
- Intent of document is to help Committee, other DALNET groups and incoming Director to get a firmer grasp of the actual shape of the IHDC task as currently articulated by the IHDC.
- If it is decided that the planning document accurately reflects desirable DALNET directions; the next step might be to use it to prepare a tightly delineated task list; assign priorities, construct a timeframe, assign tasks, appoint Task forces as necessary, etc.

3. Digital Labs agreement

- Approved by the committee; to be forwarded to Finance Committee for its meeting of 2/26

4. Grant Guidelines (Document submitted by D. Murphy, dated 2/19/01)

- Document will be forwarded to Michael Piper and new Grants Committee as an informational resource
- General agreement that the document touched upon a number of issues that were pertinent to the grants process:
 - a. Individual institutional grant process vs. consortium process
 - b. Communication among consortium partners
 - c. Processes of approval and informational flow
- Conclusions/responses to these issues, however, are the province of the Grants Committee.
- Committee members noted, however, that the communication issues are of primary importance and needs to be addressed ASAP.
- Amend Project plan, Section X. Grant and Financial Resources, with an additional bullet, wording to the effect of: It will be necessary to quickly establish a process for sharing information about individual libraries grant applications for project funding when the projects potentially impact the Information Hub.

5. Projects received to date (Survey responses)

- 5 projects were submitted in response to the survey that was circulated
 - 1. UDM: Abolitionist papers
 - 2. VA: Allen Park papers
 - 3. Oakland County Law Library: Michigan Supreme Court Records and Briefs
 - 4. WSU: Michigan Supreme Court Records and Briefs (see 3 above—related project)
 - 5. WSU/DPL: African American Women's Club of Detroit papers (Papers in DPL's Burton Collection and in private collections, also at U. of Mich., cf. http://www.si.umich.edu/HCHS/Afroam/Afroam_manuscripts.html)
- Next steps (Interim procedure pending approved process for project evaluation)
 - W. Cromwell-Kessler will prepare a evaluation grid based on criteria articulated in the project plan and distribute via email
 - Committee will fill in grid collectively at next meeting—this will permit us to test the criteria in action