DALNET Steering Committee Meeting Minutes
December 7, 1998, 8:30 – 8:50 a.m.

Present (conference call): D. Adams, K. Bacsanyi, L. Bugg, J. Flaherty, J. Houser, P.Jose, H. Masek, M. Sheble

1. **Review and approve minutes from November 23 meeting**
   John will have minutes distributed via email before next meeting on December 21st.

2. **Recommendations for the December 8th Board Meeting**
   The charges and membership for the Children's OPAC and Media Booking Enhancement Task Forces are not ready to go to the Board yet. We are still waiting for DPL representatives to be named for the Children's OPAC Task Force. This will be an agenda item for the December 21st Steering Committee meeting.

3. **Plans for December 21st Steering Committee meeting**
   Bill Easton will be here to demo RSS and NetPublisher (and/or other option). The meeting will be at the University of Detroit Mercy McNichols campus library. Mary Ann has made arrangements for the classroom on the second floor for Bill's demos.

   Agenda:

   8:30 – 9:30   Steering Committee Meeting in Conference Room
   a) Charges/membership for enhancement Task Forces
   b) Shared Patron File Specifications—Shared Patron File Task Force

   9:30 – 10:30   Demo of RSS—Easton
   Inviting ILL/Document Delivery Task Force

   10:45 – 12:00   Demo of NetPulisher, etc.—Easton
   Inviting guests from UDM, DPL, and WSU

4. **Jeff Olson's Training in January**
   For UDM, DPL, Botsford, and WSU. Possible dates Jan. 4 – 8 and Jan. 25 – 29.
   Mary Ann prefers Jan. 4 – 8 if possible. Debbie suggested:
   Jan. 4 —Report Smith
   Jan. 5-6—Serials Training (UDM)
   Jan. 7-8—System Administrator Training
   Harry will help schedule.

5. **Steering Committee meeting schedule**
   The January 4th meeting was rescheduled to January 11th in the WSU Purdy Library Conference Room. All except John responded that the second and fourth Mondays were available and, in many cases, better for our Steering Committee meetings through April. We will finalize the schedule and determine "host sites" at the December 21st meeting.

6. **Frame Relay briefing**
   Jim Flaherty reported that Jim Grant, AADS, had a phone conversation with WCCC's network expert to provide info for their next steps. Jim urged that the frame relay briefing be scheduled for DALNET Project Managers and their institution IT/network contacts before the holidays, if at all possible. John said the Technology Issues Task Force was meeting December 8th from 9 to 11 to plan the briefing.

7. **Detroit Public Library Service Agreement**
   John asked when the DPL Service Agreement would be signed. He expressed concern that hiring delays could impact the schedule in the agreement.

NEXT MEETING: Monday, December 21, 1998
                    UD Mercy, McNichols Campus Library,
                    8:30—10:30 a.m. followed by NetPublisher demo

Notes by,
Louise Bugg
December 7, 1998

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