

DALNET Finance Committee
Adamany Undergraduate Library
Wayne State University
January 9, 2001
Agenda

1. Call to Order; approval of Minutes
2. Report of DALNET Search Committee
 - a. Update on DALNET Positions
 - b. Financial Aspects of Personnel Decisions
3. DALNET Offices at WSU
 - a. Planning
 - b. Funding
4. Digital Laboratories Agreement: endorsement
5. **epixtech** Financial Report from Meg Fisher
 - a. Discussion
 - b. Validation
6. Old Business
7. New Business
8. Adjournment; next meeting

**DALNET Finance Committee
Meeting Minutes
Adamany Undergraduate Library
Wayne State University
January 9, 2001**

Present: J. Bosler, N. Bulgarelli, B. Harris, B. Holley, P. Jose, K. Tubolino, M. Wheeler Guest:
L. Bugg

1. Call to order; approval of Minutes.

The meeting was called to order at 2:15 p.m. The Minutes of October 10, 2000 were approved.

2. Report of DALNET Search Committee.

a. Update on DALNET Positions

An announcement will be made to the DALNET Board and the DALNET Project Managers regarding the acceptance of the DALNET Director position by Michael Piper. In addition, Scott Muir has agreed to continue as Project Manager with position responsibilities and salary review by the new DALNET Director. S. Muir will remain as DALNET Project Manager in a temporary capacity until June or July whereupon a search will be opened for a permanent redefined position. This will allow time for the title and job description can be reviewed. A press release will follow. Paperwork will be completed. The DALNET Search Committee will send an email message to the President of DALNET recommending Michael Piper. Travel and computer arrangements will be clarified with Michael Piper so that he can select housing and office equipment before he officially begins work with DALNET on March 1.

b. Financial Aspects of Personnel Decisions

Suggested salaries had been discussed for Michael Piper and Scott Muir. Piper's salary is settled. Muir's salary will be determined as the employment process for this position is clarified. There was some discussion as to how many positions were open and how many positions DALNET could afford to fill. Funding for 2 Systems Librarians, a Webmaster and a Cybase Librarian was discussed. At least one of these positions will have to be diverted to pay for the redefined DALNET Project Manager position.

1. DALNET Offices at WSU

a. Planning

Rationale was provided for renovated offices for the DALNET staff to be gathered into a central location. To the extent possible, it is in DALNET's interest to separate its identity from WSU for the purpose of marketing as well as to focus on DALNET / Horizon applications. There is a cost and time advantage in having the DALNET staff work and collaborate in one location.

A motion was made:

The DALNET Finance Committee recommends to the DALNET Board that renovation of separate space at the WSU Purdy / Kresge Library be undertaken as soon as possible on behalf of DALNET for the DALNET Systems staff. The Committee further recommends that 70% of the renovation be funded by DALNET, while WSU underwrites the other 30% of the cost. DALNET's share of the cost is not to exceed \$100,000. Planning, design and implementation should be undertaken by WSU at the direction of the new DALNET Director and approved by the DALNET Executive Committee.

Discussion ensued on what institutional entity would be entitled to the furniture and equipment should the office be disbanded. It was noted that DANET general fund money would not be used for this expenditure. It was agreed that capital fund money would be used and the title to the equipment and furniture would remain with WSU. Because of the 70% to 30% split, it was understood that DALNET would be paying for the cost of the renovation. WSU would be paying for the cost of the furniture. Committee members stipulated that Michael Piper should be involved in planning the renovation.

1. Digital Laboratories Agreement: Endorsement

- a. A number of issues were discussed regarding the digital laboratories planned for WSU, DPL and UDM. The digitization agreement is still being drafted and reviewed by Board members. Digitization standards and procedures will need to be identified. Specific provisions for training will need to be considered. The intent behind this initiative is to empower the institutions involved, not to burden them. Therefore, an agreement is necessary to equalize the load-level that each institution undertakes for training and actual projects. Implementation details were considered which include the right to use and/or borrow the equipment with previous consultation. Planning and prioritization of projects will need to be managed by the institutions along with the DALNET Executive Committee. Training time for DALNET institutions can be expected to be finite and will be managed in concert with the Executive Committee. The Finance Committee was optimistic that this is a good faith project and due process procedures can be implemented that will be fair and equitable. It was noted that the individual digitization projects must meet DALNET standards which will evolve as the projects are undertaken.

1. *epixtech* Financial Report from Meg Fisher

- a. Discussion
Bosler had copies of the letter to Margaret Auer from Meg Fisher regarding DALNET billing by *epixtech*. There were a large number of items listed which were in dispute. Bosler noted the duplication and confusion in the letter.
- b. It was recommended that a complaint should be registered with Lana Porter regarding the confusion and the time intensive aspects of the billing process. Committee

members discussed the professional demeanor of *epixtech* and how it related to their billing procedures. The complexity of their billing, their inability to provide dependable products and the confusion in going back over old bills and cancelled products is extremely unproductive. There was consensus that Lana Porter should be made aware that the waste of time and salaries in going over disputed bills is in no one's interest.

The Committee recommended that a meeting should be planned in April where the DALNET Board would again invite Lana Porter for a discussion where Michael Piper could assume direct responsibility for conducting DALNET business. He would report to the Finance Committee and the DALNET Board. However, this would allow a number individuals in the DALNET Systems office to step away from their involvement in these activities. In addition, the Horizon Liaison would also be able to disengage from implementation and billing issues. The meeting with Lana Porter will be discussed further at the next Finance Committee Meeting.

6. New Business

There was some discussion of how long the funds from new members would continue to go directly into the DALNET general fund. Originally, it had been agreed that the proceeds would be split 60% for WSU to 40% for DALNET. This agreement was amended so that 100% of the proceeds went to DALNET until it could gather some strength and provide an Information Hub. In the past year Henry Ford Museum/ Greenfield Village, Marygrove College and Mt. Clemens General Hospital have become DALNET members. Time lines should be considered.

7. Adjournment

The meeting adjourned at 4:10 p.m. The next meeting was not set.

Subject: Finance Committee Recommendation

Date: Thu, 11 Jan 2001 19:16:41 -0500

From: "Bosler, Jerry" <BoslerJ@macomb.cc.mi.us>

To: "pjose@tln.lib.mi.us" <pjose@tln.lib.mi.us>

Please consider this recommendation for the DALNET Board Meeting of January 22, 2001

DALNET Finance Committee Meeting Recommendation
January 9, 2001

The DALNET Finance Committee met on January 9, 2001 to discuss the DALNET Search Committee recommendation of December 19, 2000:

"...that separate physical space be allocated to DALNET so that the DALNET staff can be housed as a team to collaborate in proximate space. The DALNET Finance Committee is requested to consider this recommendation and to recommend financing to implement the renovation."

The DALNET Finance Committee is in agreement with the DALNET Search Committee that:

* To the extent possible, it is in DALNET's interest to separate its identity from WSU for the purpose of marketing as well as to focus on DALNET / Horizon applications.

* There is a cost and time advantage in gathering the DALNET staff into one location to work and collaborate.

Therefore, the DALNET Finance Committee recommends to the DALNET Board that renovation of separate space at the WSU Purdy / Kresge Library be undertaken as soon as possible on behalf of DALNET for the DALNET Systems staff. The Committee further recommends that 70% of the renovation be funded by DALNET, while WSU underwrites the other 30% of the cost. The cost is not to exceed \$100,000. Planning, design and implementation should be undertaken by WSU at the direction of the new DALNET Director and approved by the DALNET Executive Committee.

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