

## **DALNET Finance Committee Meeting**

Thursday, 7 February 2002

9:30 until 11:30 am

Dean's Conference Room

Undergraduate Library – Wayne State University

313/577-4020

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|-------|---|---|
| 9:30  | 1 | Review agenda   |
| 9:40  | 2 | Act on proposed expenditures for IHDC training initiatives. (Karen will have updated information from the 6 February Information Hub Development Committee meeting) |
| 10:10 |   | Break   |
| 10:20 | 3 | Act on proposed expenditures for DALNET staff development and problem tracking software. (Please see 5 February memo from Michael Piper for background)             |
| 11:00 | 4 | Set upcoming DALNET Finance Committee dates   |
| 11:30 |   | Adjourn   |

**DALNET Finance Committee Meeting Summary**  
Thursday, 7 February 2002  
Wayne State University

**DALNET staff development and problem tracking software**

Michael Piper proposed to re-allocate savings from unfilled DALNET staff positions for a 5-day DALNET staff development workshop, and to buy problem tracking software for the DALNET office. The Committee determined there is no need for the Director to seek Board approval to make these expenditures, since both of them can be covered within the overall budget amount approved last fall.

After discussing these proposals, the Finance Committee concluded that the Director should have discretion to manage the DALNET budget. This includes moving funds among categories within the approved overall budget amount, as appropriate. It was agreed that the DALNET Director will keep the Finance Committee informed on budget management issues.

**Finance Committee process improvements**

The group concluded that the Finance Committee's role is to deliberate on budget-related decisions that impact DALNET's overall objectives. The Committee's primary responsibility is to develop the budget, and to present it for the Board approval each fall. The group also agreed that the Committee can meet less frequently as the Board delegates increasing responsibility for managing the budget to the DALNET Director.

With this in mind, the Finance Committee made following agreements:

- The Finance Committee will move to a quarterly schedule for Finance Committee meetings, with the understanding that additional meetings may be scheduled as needed. Depending on the issues at hand, the Finance Committee will use face-to-face meetings, conference calls, or email discussions to conduct its work.
- Staff will get Finance Committee agendas out well in advance of upcoming meetings. [Staff recommendation: distribute agendas at least 10 working days before each meeting.]
- Staff will issue summaries of actions and agreements from Finance Committee meetings promptly after these sessions occur. [Staff recommendation: issue summaries within 5 working days following each Finance Committee meeting.]

**IHDC training initiatives**

Karen Tubolino reported on upcoming digitization workshops the Information Hub Development Committee will be sponsoring in February and March. Estimated total

costs for these sessions will be \$1,500. DALNET will cover these expenses from its existing budget, and no Finance Committee action was needed. Detailed information on these sessions will be posted on DALNET discussion lists.

The IHDC is reviewing products that provide customers with unified searching interfaces for diverse Web-based resources. Working in concert with integrated library systems, these applications permit users to use a single query for searching across library catalogs, proprietary full-text databases, document repositories and other digital resources.

Two examples of these "middleware" products are WebFeat, an *epixtech* partner ([www.paratext.com/webfeat/](http://www.paratext.com/webfeat/)), and MuseGlobal ([www.museglobal.com](http://www.museglobal.com)). Michael will invite Louise and Anaclare to report on library information systems developments at the February DALNET Board meeting.

### **Other issues**

- 1) Nancy Skowronski reported that the DALNET-Detroit Public Library contract is still in negotiation. No money has yet changed hands between DALNET and DPL this year.
- 2) WSULS has processed payments for *epixtech* invoiced items such as the software maintenance contract. Items still in negotiation include enhancements and the data-load payment. Bob Harris will update the Committee as negotiations progress.
- 3) After paying for the URSA software used in the MiLE Project, DALNET will receive a \$46,000 credit from *epixtech*. Jerry advised DALNET to use this credit promptly.
- 4) Jerry said the MiLE Project may ask to use some of DALNET's remaining *epixtech* training credits to cover for the 30 January MiLE training session, which most participants were unable to attend due to the bad weather.
- 5) Jerry asked staff to assess the technical implications of adding Ave Maria as a new DALNET member.
- 6) Jerry asked for clarification about the status of the Detroit Public Schools professional library. Staff will issue an email report on this topic.

### **Upcoming Finance Committee meetings**

Patricia Orr has agreed to chair Finance Committee meetings during her tenure as DALNET Board Vice-Chair. The Committee scheduled its next two meetings as follows:

- Thursday, 6 June 2002                      2 pm                      Macomb Community College
- Thursday, 5 September 2002              2 pm                      WSU

## **Attendance**

Jerry Bosler, Chair; Nancy Bulgarelli, Bob Harris, Nancy Skowronski, Karen Tubolino, and Sandra Yee. Staff: Michael Piper.