

DALNET Executive Committee Meeting Summary
Monday, 25 November 2002
John D. Dingell Department of Veterans Affairs Medical Center

Executive Committee reviews New Member Policy Task Force report

Steven Bowers presented the New Member Policy Task Force report, which outlines findings and recommendations on the technical, marketing, service and policy implications of adding new member libraries. The Executive Committee suggested several revisions, and asked staff to distribute the revised report for review at the next Executive Committee meeting.

Committee authorizes staff restructuring

DALNET currently has one vacant staff position, an Applications Technical Analyst slot. In light of current budget constraints, and based on DALNET's current support needs, the Executive Committee authorized staff to re-program this position into a third Systems Librarian position.

Functions formerly performed by the Applications Technical Analyst are being contracted to Wayne State's Computing and Information Technology Division, at significant savings over the amount budgeted for the Applications Technical Analyst position. These monies will be combined with savings from the now-discontinued frame relay service and with budgeted contingency funds to pay for the Systems Librarian post.

In approving this re-structuring, the Executive Committee also approved the following plan of action:

- 1) If the Board opts to stay with *epixtech*, leave this new Systems Librarian slot open for the rest of fiscal year 2003. Then reassess in the third quarter of 2003 and fill it in FY 2003-2004, if circumstances warrant. Otherwise, leave the Systems Librarian slot open until there is a need to fill it.
- 2) If DALNET decides to buy a new integrated library system, fill the new Systems Librarian position as soon as possible, since migrating to a new ILS will demand our full attention for at least a year, probably longer.
- 3) If DALNET hires this third Systems Librarian, assign a Systems Librarian FTE to DPL and WSU, to better meet the training and support needs of our major sponsors. This will permit DALNET to offer DPL and WSU a dedicated staff member, who would be available to provide the support required by DALNET's largest sites.

To initiate this process, staff will provide the Executive Committee with a draft position description for the new System Librarian post as soon as possible.

Executive Committee clarifies charge for Cost Allocation Task Force

The Executive Committee has convened a group to review the formula for apportioning costs among DALNET members. The Cost Allocation Task Force's charge is as follows:

- Review the cost allocation formula for current members. This includes evaluating fees charged to DPL, WSU and DMC, along with the advisability of continuing the practice of across-the-board annual fee increases.
- Assess the cost benefits for all DALNET members.
- Evaluate whether or not "volumes" remains an appropriate basis for allocating costs.

The Cost Allocation Task Force will coordinate its work with the New Member Policy Task Force, and deliver its recommendations by March 2003. Although the work of the New Member Policy Group will soon be done, its report will be held for delivery to the Board at the same time as the report from the Cost Allocation Task Force.

Committee reviews upcoming milestones

Staff outlined significant dates pertaining to upcoming enhancements and projects:

- Report from Steve Nielsen on November *epixtech* visit outcomes 12/02/02
- Reciprocal borrowing operational for DALNET academic members 1/03
- Jack Blount visit with DALNET Board 1/03
- Horizon 7.2 and iPac 2.0X running for DALNET membership 3/03
- Authorities fix delivered from *epixtech* 3/03
- DALNET staff provides ILS marketplace review report/recommendations 3/13/03
- DALNET completes strategic plan 4/30/03
- Educational demos from ILS vendors Q2 2003
- DALNET Board decides whether or not to migrate to another ILS Q3 2003

Next Executive Committee meeting

The Executive Committee's next meeting date, time and location are to be announced.

Attendance at November 2002 Executive Committee meeting

Patricia Orr, Chair; Margaret Auer, Jerry Bosler, Steven Bowers, Nancy Bulgarelli, James Flaherty, Robert Harris, Nancy Skowronski, Karen Tubolino and Sandra Yee.
Staff: Scott Muir and Michael Piper.