DALNET Executive Committee Meeting
Monday, August 16, 2004
1:30 pm. – 4:00 p.m.
Rochester College
Agenda

1. Call to order

2. Approval of Minutes of July 8, 2004

3. Administrative Transition Plan: Implementation

4. Clarification of FY 2004-2005

5. Online Systems Agreement

6. DALNET Project Manager's Recommendations of a Single Database

7. DALNET Host Site Committee Report

8. Preliminary Planning for FY 2005-2006

9. DALNET Staffing:
    a. Decision / Action Items, Job Descriptions and Posting
    b. Retention Efforts
    c. Farwell gestures

10. DALNET Bylaws Committee

11. MiLE
    a. MiLE Delivery
    b. MiLE postions to be filled

12. Electronic Resources Committee
    a. Activity: digitization recommendations, funding of digital projects
    b. Ameritech Grant

13. Lewis Business College startup

14. Meeting Schedule for 2004-2005

15. Adjournment

DALNET Executive Committee Meeting
Monday, August 16, 2004: 1:30 p.m. - 4:00 p.m .
Rochester College
Campus Center: Gold Room
Minutes -UNAPPROVED

DALNET Executive Meeting, Rochester College, August 16, 2004, 1:30 pm.

In Attendance: D. Adams, M. Auer, J. Bosler, N. Bulgarelli, S. Bowers, D. Callaway, J. Flaherty, B. Harris, L. Mancini, N. Skowranski, J. Wrosch, S. Yee

1. Call to order – 1:40 p.m.

2. Approval of minutes

Actions
Motion from M. Auer: Move to approve minutes with noted amendments/corrections.
Motion seconded by S. Yee
Motion passed unanimously

3. Administrative Transition Plan - Informational

Information/Discussion
S. Yee informed the committee that Jackie Wrosch has been reclassified as Manager I, the highest classification allowed by the WSU employment system based on the current make-up of the DALNET staff. This position was made as a interim position to provide leadership for the DALNET staff upon the departure of Scott Muir. The maximum salary increase allotted for the Manager I level appointment was given to J. Wrosch in the amount of $74,887. WSU was able to make this appointment/reclassification quickly since it was an interim appointment. J. Bosler asked if reclassification to Director was possible in the future. S. Yee stated that to make the appointment of J. Wrosch permanent, the position would have to be publicly posted and officially offered using a WSU Human Resources process. M. Auer and J. Bosler asked if pay increases were possible if the maximum salary had been granted. S. Yee and B. Harris noted that annual increase opportunities existed. M. Auer asked if there were restrictions on merit pay for J. Wrosch. S. Yee said she would further look into this. Discussion ensued on what title was to be given to J. Wrosch.

Actions
Motion from M. Auer: J. Wrosch should be given the title of "Director of DALNET Services"
Motion seconded by J. Flaherty
Motion passed unanimously

1

4. Clarification of FY 2004-2005

Discussion

It was noted that: 1) the Board has approved a budget for FY 2004/2005, 2) there is a projected income of $435,181, and 3) there is still a projected use of reserve funds of $231,521. There were some discrepancies noted about exact amounts/figures that were presented for individual line items. B. Harris stated that the budget figures presented were as the Board approved in January 2004.

Actions

The committee decided that at this time DALNET should proceed using the budget as approved by the Board but that a budget report should be supplied to Board members every other month to keep pace with fluid circumstances.

At the upcoming Board meeting, the Board should receive: 1) an informational update, 2) a reaffirmation of the budget and 3) notice of billing.

5. Online System Agreement

Information

B. Harris provided the individual-member, Online System Agreements which specify the membership fees as approved by the Board. It was noted that contract wording for most members is for a "second addendum" to the agreement. However, in a few cases, contracts for member institutions included wording for a "first addendum" since those institutions became members after the first addendum and not yet had an addendum to their contracts. Contracting for DPL is tailored to include provision for a monthly ILS service fee in FY 2004/2005.

6. DALNET Project Managers' Recommendations: A Single DALNET Database

Discussion

DALNET staff was asked for a time frame of how long it may take to implement a single database project. J. Wrosch noted that if institutions were concerned about security issues in the Horizon software, a conversion to a single database should wait until Horizon version 8.05 was released. The release of version 8.05 is not scheduled until the 4th quarter 2005, likely December 31st, 2005. Work could begin much sooner to combine databases of institutions that did not have concerns for security of records.

It was decided that work could at least begin on determining standards and procedures for developing a merged database. It was noted that when using NOTIS there was a taskforce/committee for standards implementation and that such a taskforce/committee may/will be needed again in a merged database situation.

Actions

Motion from M. Auer: The Executive Committee recommends that the Board accept the principle of merging databases as suggested in the Project Managers' "Database

Taskforce" Recommendation #1 "DALNET should develop a single online catalog database with individual HIPs. This will allow for the advantages of a single database while preserving the individual branding for each member institution."
Motion seconded by L. Mancini
Motion passed unanimously

Motion from M. Auer: The Executive Committee recommends to the Board that the Project Managers be charged with the responsibility of developing a project plan for processes and procedures to pursue merging databases by December 15th, 2004, with details of how to implement such by July 1, 2005.
Motion seconded by Jim Flaherty
Motion passed unanimously

7. DALNET Host Site Committee (DHSC) Report

Discussion
The Executive Committee reviewed the report of the DALNET Host Site Committee and discussed revisions that should be made to specific recommendations of the DHSC report as follows:

DHSC Report Recommendation 1: No revisions were recommended for this section of the report.

DHSC Report Recommendation 2: It was noted that FY 2004/2005 and FY 2005/2006 should be spelled out specifically in all areas of the report

DHSC Report Recommendation 3: Since Recommendation 1 of the report states that Sirsi and Dynix are comparable/equal, it was decided that the last sentence of Recommendation 3 be deleted since it stated that Sirsi was superior.

DHSC Report Recommendation 4: It was noted by S. Yee that it was agreeable to continue on a year-to-year contract for the next fiscal year, FY 2005/2006. It was also noted that discussion of a contract for FY 2005/2006 should begin soon.

DHSC Report Recommendation 5: It was decided that a survey at this point would be superfluous so a decision was made to omit the last sentence of Recommendation 5a of the report. It was also decided that the remainder of Recommendation 5a be changed to regular type font and be relocated to the end of Recommendation 1.

DHSC Report Recommendation 6: No revisions were recommended for this section of the report.

DHSC Report Recommendation 7: It was specified that all current DALNET ILS members will continue to use Dynix through FY 2005/2006 except for WSU and DPL and DALENT will be hosted at WSU on a year-to-year contract. J. Bosler will continue to work on drafting specificities for this section/recommendation.

DHSC Report Recommendation 8: Much discussion ensued regarding the reserve fund and which fiscal years that the reserve fund might be used to augment the DALNET ILS budget. The argument was made that reserve funds could be used to fund the DALNET budget for FY 2004/2005 but not the FY 2005/2006 budget. It was agreed that an equitable plan must soon be developed for use of the reserve funds. Specifically, negotiation and a decision should be concluded by September 30, 2005. The committee also agreed that in considering distribution of reserve funds, discussion should be focused on principles rather than monetary figures or percentages.

The last paragraph Recommendation 8 in the draft report was removed.

Actions

J Bosler to make suggested revision to the DHSC and to send revised document to the Executive Committee before sending along to the Board. M. Auer noted the Executive Committee's appreciation of the work that J. Bosler put in to completing the primary draft of the report.

Motion from J. Bosler: The Executive Committee recommends "the Host Site Committee Report" as revised to the DALNET Board for approval.
No second needed
Motion passed unanimously

8. Preliminary Planning for FY 2005-2006

Discussion/Action
It was determined that the Board and the Executive Committee needed figures for a starting point in planning a budget for FY 2005-2006. The Executive Committee asked D. Adams to work with B. Harris to settle figures for the September 2004 Board meeting and they accepted. B. Harris and D. Adams also to include J. Wrosch and J. Bosler in discussions.

9. DALNET Staffing:

a. Decision/Action Items, Job Descriptions and Posting
Discussion/Actions
The Executive Committee recommends to the Board that DALNET immediately resume looking for a new systems librarian. The revised job description for this position, as presented by J. Wrosch, is to be taken under advisement. The Executive Committee desires that the Board reaffirm continuance of the search for a systems librarian now, since the Board decided to previously fill the position ASAP. Regarding a secretary/office manager position, it was decided that the DALNET staff will need a month or so to determine what type of position will be needed.

b. Retention efforts
Informational
Processes have been completed for reclassification of J. Wrosch as discussed earlier. Request for bonus compensation for G. Marck is awaiting approval at the WSU presidential level.

c. Farewell gestures
Informational
Farewell gifts were given to M. Piper, S. Muir, and E. Smith as tokens of the Board's appreciation. M. Piper was also honored with the first DALNET Board Award.

10. DALNET Bylaws Committee

Little discussion on this item occurred other than the decision that the work on revision of the DALNET Bylaws must be done soon.

11. MiLE
a. MiLE Delivery
Informational
MiLE delivery will be replaced with the new MeL delivery system. Members must contract with Michigan Library Consortium (MLC) for MeL delivery. This should be done at members' earliest convenience. MeL delivery will cover a minimum of two (2) delivery days/week for each member/location. When contracting with MLC, members should specify if they wish to be billed directly for the service or if they wish to have MLC bill them via DALNET. Regardless of who is billed for payment, TLN will reimburse the initial $900 to cover contracting for standard two (2) day delivery per week. Members may contract for additional days/week of delivery at an additional cost. Members should let B. Harris know if they want DALNET to handle the billing for their institution. Nevertheless, in setting up MeL delivery the individual member must set up a contract directly with MLC.

b. MiLE positions to be filled
Discussion/Action
The Executive Committee recommends to the Board that J. Wrosch be appointed as the DALNET representative for MiLE to take the seat vacated by S. Muir.

12. Electronic Resource Committee

a. Activity: digitization recommendations, funding of digital projects
Discussion
If was noted that there is approximately $13,000 left from the Ameritech grant that can be expended. D. Callaway recommended that it be used for the UDM Coglin project.

b. Ameritech Grant

<u>Discussion/Action</u>

The Executive Committee requested that D. Callaway provide complete information of monies available/left from the Ameritech grant and how such funds may be issued/used. D. Calloway to provide information at a later date.

13. Lewis Business College startup

<u>Information/Discussion</u>

LBC was awarded their LSTA grant for library automation. The DALNET staff is ready to continue work with LBC. D. Callaway to provide the staff with the information on the timeline stipulations of the LSTA grant.

<u>Action</u>

The DALNET staff requests approval from the Board to proceed with contracting for LBC using the new approved allocation formula.

The Executive Committee recommends that the Board approve continuance of contracting with LBC.

14. Meeting Schedule for 2004-2005

Board Meeting, Monday, August 23, 1:30 p.m., at DPL
Executive Committee, Monday, September 20, 1:30 p.m., location TBD
Board Meeting, Monday, September 27, 1:30 p.m., location TBD
Board Meeting, October 18, 1:30 p.m., location TBD
Board Meeting, November 22, 1:30 p.m., location TBD
Board Meeting, December 6, 1:30 p.m., location TBD

Note: Additional EC meetings were not scheduled at this time; EC meetings will be scheduled later, as necessity arises between Board meetings.

15. Adjourned – 4 p.m.