DALNET Executive Committee Meeting
June 6, 2005
1:30-4:00
Botsford General Hospital
Zieger Administration Building, Classroom A/B

APPROVED

In Attendance: D. Adams, C. Agnew, M. Auer, S. Bowers, J. Flaherty, R. Harris, D. Murphy, M. Sheblé, S. Yee

1. Call to order, 1:43 p.m., D. Adams

2. Approval of March 28, 2005 Minutes
   The Executive Committee approved by consensus that the minutes of the March 28, 2005 Executive Committee meeting be approved as amended with the following corrections:
   - Section 6.c. paragraph 3 will read "Lewis College of Business has opted for a financial arrangement with interest."
   - Section 6.d. paragraph 3 will read "In the draft budget IT support will remain at the same level for coming years, ..."

3. Single Database Task Force recommendation – D. Adams
Dynix's quote of $28,000 to complete the single database project is valid until July 3, 2005. It is not known what the pricing will be if the first group is not ready to be merged by July 3, or what the cost will be for the second group. A timeline has not been discussed with Dynix but they might want to know what timeline we are considering. The Board originally approved up to $50,000 for the merge. The decision to move forward with the merge should be based upon what is best for all libraries regardless of the cost especially in light of the surplus. It is the right of the institution to participate when they are ready. Training issues could be a showstopper for some libraries.

The DALNET staff knows how to perform most of the pre-merge tasks and the rest are being worked on. Most of the pre-merge tasks are automated and are not labor intensive. The pre-merge tasks that still need to be worked on are blocking acquisitions data and establishing match points. DALNET staff is talking with PALNET to see how a shared database is working for them, especially the blocking of acquisitions data. DALNET staff has not seen PALNET's shared database. G. Marck will follow-up with PALNET. The parameters for the overlay algorithm have been worked out but the Cataloging subcommittee is working on the match points. Decisions still have to be made regarding serials.

It is S. Bowers' opinion that we should contract with Dynix and go ahead with the test merge. It will be worthwhile to see if the merged environment will work for DALNET. We cannot get a definitive picture until we have a true test environment. We need to have a test load of the production database before knowing what is needed for the final load and to answer all questions. We could run into problems if we wait too long to do the test load. There is the possibility that Dynix and WSU's C&IT may not be available if the merge is delayed. With J. Wrosch out for maternity leave, the biggest obstacle in completing the merge will be the HIP installation, which is her biggest involvement. J. Wrosch may be able to do some work from home. S. Bowers can do

some of the HIP tasks but not all. We can reasonably move forward with the merge beginning in October 2005, a two-month delay.

At the June 20, 2005 Board meeting, the Chair will ask which libraries are willing to participate in phase one of the merge, test only. In order for the test to be successful, we will need most of the different types of libraries to participate. Libraries who do not participate in the first phase will be able to look at the test database.

Action/s
Motion from M. Auer: The Executive Committee supports the Single Database Task Force recommendation of a phased implementation and stipulates the proposed timeline remains flexible.
Motion seconded: M. Sheblé
Motion approved unanimously

4. DALNET Update – S. Bowers
   a. Temporary Technician
There is the possibility of hiring a temporary technician while J. Wrosch is out to help with the data entry. The DALNET office is considering hiring Marilyn Dow when her contract runs out with DMC. She is a former Project Manager who works at Harper Hospital. M. Dow will work ten hours per week. J. Wrosch recommended M. Dow for the job. Both J. Wrosch and G. Marck were impressed with her work on the Single Database Task Force. The DALNET staff feels that having her work ten hours per week is adequate. She will work for DALNET for 13 weeks, July 1 – October 1, 2005. The rate of pay is $25.00 per hour. There is more than adequate money in the budget, which the Board has already approved. It was noted that DALNET office needs the Executive Committee's approval for the hiring of positions.

Action/s
By affirmation, the Executive Committee supports the hiring of a temporary technician.

   b. Jackie Wrosch's Return
J. Wrosch is uncertain as to when she will return to work. The DALNET office staff has already assumed sharing J. Wrosch's responsibilities. However, some tasks will be put on hold temporarily or indefinitely until J. Wrosch returns or until someone else comes onboard. S. Bowers and G. Marck will have to learn more about HIP installation and configuration if J. Wrosch was to permanently leave DALNET. J. Wrosch had planned for S. Bower to lead the Project Managers' meetings and as well as handle all HIP tasks when he started working at DALNET. Currently J. Wrosch is the only one in the DALNET office who does PHP. If she leaves, DALNET would have to look for someone who does specialized programming. S. Bowers will send an email to the Board explaining how gaps have and will be handled. S. Yee will be sending the Board a message soliciting comments regarding J. Wrosch's performance for her annual performance review.

   c. Lewis College of Business
Lewis College of Business's initial database has been built and the records loaded. They used MARCIVE to generate bibliographic records and will be updating their holdings in OCLC. They are expected to come up on circulation and cataloging by the Fall semester. Lewis College of Business will probably be one of the first institutions to go into the merge database. Their test database is complete but they have not completed all of their circulation parameters. It is not known how they

will do cataloging in the future; they will probably use OCLC but are not a full cataloging member of OCLC.

5. **Financial Report Update – R. Harris**

   R. Harris distributed the DALNET Revenues and Expenses report for the year-to-date period ended May 31, 2005. The salaries and fringe benefits line include money for the part-time technician, M. Dow. The interest earned was split fifty/fifty between the ILS Equipment Reserve and the Program Initiatives Reserve. DALNET paid $20,551 to MLC for MeL Delivery on the behalf of some member libraries. We have or will receive $11,700 from TLN for reimbursement. This information will be presented to the DALNET on June 20, 2005.

6. **Next Meeting and Adjournment**

   The next Executive Committee meeting will be held in either August or September.

   Meeting adjourned at 3:37 p.m., D. Adams.

Minutes submitted by Crystal Agnew, June 20, 2005.
Minutes approved DALNET Executive Committee August 18, 2005