

**DALNET Executive Committee Meeting Agenda**  
**Feb. 26, 2007, 9:00 am - 11:30 am**  
**Botsford General Hospital, Ziegler Administration Building, Classroom C**

1. Call to order
2. Approval of Oct. 23, 2006 Minutes – S. Bowers
3. Project Planning Committee – M. Sheble
4. Concordia University – S. Bowers
5. Budget 2005/2006 report – R. Harris
6. Options for 2005/2006 Budget Surplus – D. Adams
  - + surplus from last year (2005/2006) = \$76,482
  - + amount we received back from MiLE when it disbanded = \$4680.47
  - + budgeted for URSA (MiLE) for this year (2006/2007) = \$26,250
  - + budgeted for URSA (MiLE) for next year (2007/2008) = \$0
7. Director's Report – S. Bowers
  - a. Single Database Project  
See Project Report
  - b. MeL Delivery
    - + The total amount paid out for MeL Delivery this year (2006/2007) = none?
    - + paid \$11,700 for MeL Delivery in September 2006,  
for delivery from July 1, 2006 – June 30, 2007, \$900 to WSU and still \$900  
to DPL: total = \$13,500
  - c. DALNET Staff  
See Project Report + update on conferences.
  - d. CODI/Horizon 8.x  
See Project Report + an RFP to include open-source?
  - e. DALNET organizational memberships  
See Project Report + OCLC Proposal
  - f. Strategic Direction report  
See Project Report
8. Next Executive Committee Meeting – Apr. 23, 2007  
Next Board meeting – Mar. 26, 2007
9. Adjournment

**Attachments:** Oct. 23, 2006 Minutes  
Project Planning Committee charge draft

## DALNET Executive Committee Meeting

**Botsford General Hospital  
Zieger Administration Building, Classroom C**

**February 26, 2007  
9:00 am - 11:30 am**

**Committee members in attendance:** D. Adams, S. Bowers, R. Harris, M. Ketcham, M. Sheble, N. Skowronski, K. Tubolino, S. Yee

**1. Call to order as quorum, 9:05 am – D. Adams**

- 2. Approval of <sup>Oct. 23</sup> ~~May 22~~ 2006 Minutes – S. Bowers**  
Minutes were reviewed and corrections noted. S. Bowers will make corrections and post approved minutes.

**Actions**

M. Sheble: Motion to approve minutes as amended.

K. Tubolino: Seconded

Motion approved unanimously.

**3. Project Planning Committee – M. Sheble**

A draft of the proposed charge for the Project Planning Committee was reviewed and revised. M. Sheble will make revisions and send out the final charge by March 8, 2007.

**4. Concordia University – S. Bowers**

The Board of Directors has approved the membership application of Concordia University and to admit them at the earliest possible date to DALNET ILS Membership, contingent on final negotiations between representatives from the two organizations. Negotiations are still in progress.

**5. Budget 2005/2006 report – R. Harris**

R. Harris reported that because of cost savings there was a surplus of \$76,482 from budget year 2005/2006.

**6. Options for 2005/2006 budget surplus – D. Adams**

Options for using the surplus were discussed, and R. Harris recommended that we keep at least part of the money in the ILS operating reserve since this reserve helps level out the ups and downs of the budget and allows us to keep allocations stable to our members. He also suggested that DALNET should set a maximum amount threshold for the ILS operating reserve, perhaps a percentage of the total budget, and to place surplus money in this reserve until it hits the threshold. Then we can think about using surplus money for other things. He agreed to help us decide on what the threshold might be and will discuss this with us at a future meeting. Options to be

discussed at the next Board meeting for using surplus include: program initiatives, relieving some members of membership fees, and keeping it in the ILS equipment reserve and/or ILS operating reserve.

- 7. Director's Report – S. Bowers**
  - a. Single Database Project**
  - b. MeL Delivery**
  - c. DALNET staff**
  - d. CODI/Horizon 8.x**
  - e. DALNET organizational membership**
  - f. Strategic direction**

Please refer to DALNET Project Report dated February 19, 2007 for details.

**Actions:**

M. Sheble – Motion to retain MeL delivery as a DALNET budget line contingent upon DALNET being billed directly and continuing to reimburse those that use MeL Delivery, with the provision that there will be an annual review of the process.

N. Skowronski – Seconded

Motion approved unanimously.

K. Tubolino – Motion to recommend to the board to instruct treasurer of DALNET to reimburse DPL in the amount of \$900.

M. Sheble – Seconded

Motion approved unanimously.

The committee asked S. Bowers to prepare additional information about the Single Database project for the Board.

- 8. Next Board meeting** – March 26, 2007 at the Oakland County Law Library  
**Next Executive Committee meeting** – April 23, 2007 at Botsford Hospital
- 9. Adjournment – D. Adams, 11:25 am.**

*Minutes submitted by Maria Ketcham, March 2, 2007.  
Minutes approved by the DALNET Executive Committee, XX, 2006.*