DALNET Executive Committee Meeting
October 22, 2007
9:30am-12:00am
Oakland County Library
Large Conference Room, 2nd Floor, Courthouse- West Wing Extension
Agenda

1. Call to order

2. Approval of July 23, 2007 Minutes – M. Ketcham

3. Approval of Project Managers Single Database Documents – S. Bowers

4. Budget report – L. Mancini for Bob Harris

5. Discussion of Budget Savings 2005/06 and 2006/07- L. Mancini

6. Strategic Plan Review- L. Mancini/S. Bowers

7. Project Organization- S. Bowers/L. Mancini

8. Creation of DALNET Slogan- S. Bowers

9. Director's Report – S. Bowers

10. Next Executive Committee Meeting – February 25, 2008
    Next Board meeting – November 26, 2007

10. Adjournment

DALNET Executive Committee Meeting

Oakland County Library
Large Conference Room, 2nd floor, Courthouse-West Wing Extension

October 22, 2007
9:30 am - noon

Committee members in attendance :
M. Auer, J. Flaherty, A. Keller, M. Ketcham, L. Mancini, M. Sheble, K. Tubolino

Committee members not in attendance :
N. Skowronski

Ex officio attendees: S. Bowers

1. **Call to order, 9:35 – L. Mancini**

2. **Approval of July 23, 2008 Minutes – M. Ketcham**
   Minutes were reviewed and corrections noted. S. Bowers will make corrections and post approved minutes.

   Action
   M. Auer : Motion to approve minutes as amended.
   A. Keller : Seconded
   L. Mancini : Abstention
   Motion carried through with abstention.

3. **Approval of Project Managers Single Database Documents -- S. Bowers**

   Action
   M. Auer : Motion to approve Project Managers' motion that only the DALNET office be given the privilege of setting security levels in Horizon in the single database, and that other security maximums be set as outlined in the Horizon Security Settings spreadsheet presented.
   M. Ketcham : Seconded.
   Motion approved unanimously.

   S. Bowers also informed us that future Project Managers meetings will address issues relating to overlay match point policies and shared circ settings (a survey will be sent out to members to gauge needs).

4. **Budget 2006/2007 report – L. Mancini for R. Harris**
   The DALNET financial report for the 2006/2007 fiscal year is positive. A surplus of $35,674 is projected as a result of savings from unused allocations for staffing and

URSA. This surplus is $1,767 less than was originally projected due to system maintenance. L. Mancini will forward our comments to R. Harris.

5. Discussion of Budget Savings 2005/2006 and 2006/2007 – L. Mancini

Action
M. Auer – Motion to move any excess of revenues over expenses for fiscal year 2006/2007 to Program Initiative Reserve.
M. Sheble – Seconded
Motion approved unanimously.

6. Strategic Plan Review – S. Bowers
S. Bowers reviewed the strategic direction, mission and goals to make sure that DALNET is on target. DALNET has worked hard to meet several goals including doing a lot towards end-user support and member support. He recognizes that the goal of resource sharing has not been quite met and is pushing to get back on track.

7. Project Organization – S. Bowers/L. Mancini
S. Bowers distributed a document with possible projects for DALNET. Other possible projects suggested include creating histories and adding photos of member institutions, establishing federated searching like iii or Encore, and establishing endowments for DALNET grants and DALNET scholarships.

M. Auer suggested that project list be distributed among member institutions in a grid so that they may express their priorities. S. Bowers suggested that a committee be formed to review project applications.

8. Creation of DALNET Slogan – S. Bowers
S. Bowers asked for suggestions for DALNET slogan/logo.
Action
M. Auer – Motion to recommend to the Board to use on the logo "Local Information – Global Reach" and as a tagline on the stationery "Collaboration, Community, Creativity since 1985".
J. Flaherty – Seconded
Motion approved unanimously.

Consensus to create a footer for the web pages with text "Serving Michigan from Wayne State University since 1985." hyperlinked to WSU.

9. Director's Report – S. Bowers
- Single Database Project is moving forward. Concordia has 100,000 records loaded into the Single Database. Loading Concordia's additional 25,000 will likely occur later in the year.

- Working with Wayne State University on procurement of MARC records for the Directory of Open Access Journals. Currently, Wayne is working on a solution for the exporting files from their system.
- Other projects include formatting icons for HIP, adding Amazon images, working on combined searching in Footprints (which cannot be implemented until FootPrints is updated), creating a yearly membership satisfaction survey, implementation of an OCLC Interlibrary Loan sharing group, and establishing a DALNET newsletter in which C. Wolford will contribute a wiki and K. Wells will contribute a blog.
- C. Wolford will now chair Project Managers meetings

10. Next Board meeting – November 26, 2007
   Next Executive Committee meeting – February 25, 2008, 9:30 – noon, hosted by Oakland Community College

11. Adjournment
   Motion to adjourn – A. Keller, 12:05pm
   Seconded – M. Auer

Minutes submitted by Maria Ketcham, November 20, 2007.
Minutes approved by the DALNET Executive Committee, XX, 2007.