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Project Manager's Meeting
Botsford Hospital
Classroom A/B
Zieger Administration and Education Building
November 12, 2001
12:00-4:00

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Brown Bag Lunch	**12:00-1:00**
Opportunity to network, not part of formal agenda	
HUGM reports	
Call to order	**1:00-1:15**
Review Agenda	
Introductions	
DALNET staffing and vacancies (Piper)	
Equipment update (Austin)	**1:15-1:45**
DALNET Services Review Frame Relay (Piper)	**1:45-2:15**
IHDC Update (Dee)	**2:15-2:30**
BREAK	**2:30-2:45**
News from HUGM	**2:45-3:15**
Horizon at DALNET	**3:15-3:50**
Table Structures Documentation (Muir, Evans)	
How to check builds of Horizon (Muir)	
Horizon assessment (S.C. member)	
OCLC procedures update (Evans)	
Logging local changes in Horizon (Marck)	
Announcements:	**3:50-4:00**
Next Meeting: January 14, host site	
Other	

Future agenda items
    Distributed systems management
    DALNET and Horizon Security

DALNET Project Manager's Meeting Minutes
Botsford Hospital
November 12, 2001

Present: Michael Piper, Scott Muir, Mare Wortman, Anaclare Evans, Duryea Callaway, George March, and Martin Austin of DALNET; Dave Murphy, Walsh College; Bruce Bett, MCC; Leo Papa, U of D/M; Adriene Lim, WSU; Masha Barash, WSU; Joan Emahiser, Beaumont; Debbie Adams, Botsford; Steven Bowers, Rochester College; Cathy Eames, Children's Hospital; Crystal Agnew, Marygrove; Elizabeth Lindley, Oakland County Law Library; James Flaherty, WCCCD; Marilyn Dow, Hutzel Hospital; Mary Jo Durivage, VA Medical Center; Jill Van Buskirk, Mt. Clemens General Hospital; Patricia Orr, Henry Ford Museum & Greenfield Village

DALNET OPENINGS (Piper): Michael reviewed the status of recent postings for positions open at DALNET that he hopes to have filled by January 2002:

Web Developer: Jackie Wrosch has been hired as our new Web Developer. She will begin on December 10, 2001. Michael related projects intended for Jackie Wrosch. She will be in charge of the new website, which can be launched once the new servers are in place. Her responsibilities will also extend to the iPAC and IHDC digitization projects. Jackie will first meet with DALNET staff to familiarize herself with the work and those involved

Assistant Director: phone interviews have been completed. The final two candidates are scheduled for interviews that will include a presentation.

Systems Librarian: Phone interviews are scheduled to finalize the list of those who will be invited for an interview.

FRAME RELAY (Piper): Six DALNET member sites utilize frame relay, but several are in the process of pulling out since they are unable to get good connections to Horizon. The sites remaining are: University of Detroit Mercy, Wayne County District Library, and the Detroit Medical Center. Michael has names and numbers for contacts at SBC to take care of the situation, but actual contact has been a problem.

The DALNET Board has agreed to hire a consulting firm to address the frame relay problem. The consultants are to profile LANs and identify issues to pinpoint problems and devise solutions. Michael is looking at a consulting firm that he has worked with before. Some of the member libraries and their staff will be asked to assist in identifying details to particular problems. Several sites feel that frame relay has been of value, particularly for OPAC. The financial agreement for frame relay is for guaranteed pricing for five years, but does not obligate a site to continue using it. Michael requested names of those willing to participate in the study. A pilot group can be put together, with the possibility of further studies to follow at other sites at a flat rate per site.

IHDC (Callaway): Letters were sent out to pilot digitization sites outlining money spent. Work will soon begin with Jackie Wrosh for getting the Health Calendar tested and

launched. Committee is exploring digitization training opportunities. This may be a way to get more interest in digitization. The timetable for training and standards was discussed. This proposal will be presented to the Board.

NEWS FROM HUGM:

Computer and Web Training (Anaclare Evans): Web-based training CD's for Circulation are now available. Exercises and quizzes are included which lead to a basic understanding of the process for the different modules. Supervisors are able to check the results for any necessary follow-up with particular employees. Anaclare feels that this has potential for training new staff members or student workers.

iPAC 2.0 was demonstrated and has much more functionality than version 1.1. It needs Horizon 7.0 to work, but the change in architecture alone is worth it. Testing options were discussed with University of Detroit Mercy and Walsh College volunteering. Decisions need to be made on when to due to sub-field v fixes. (Note that there are financial ramifications for the sub-field v, per the DALNET contract) The IWG will consider the issues and make recommendations.

Note: This section was not completed due to time constraints

HORIZON at DALNET

Acquisitions bug (Lim): provided an update on the acquisitions bug that WSU identified. *epixtech* is working on a fix.

Documentation: Table Structures Documentation (Muir): The documentation manual for Horizon 6.0 is not available on the web. It is in hardcopy only, at $125 per copy. DALNET is willing to purchase one for those who really have a need for it. Walsh College and University of Detroit/Mercy each requested a manual. Dave Murphy suggested that one or two central copies be made available for Loan from DALNET. This was widely approved with a recommendation that DALNET might only need to purchase manuals for every other version for updates on procedures.

DALNET Equipment Update (Austin): provided a status update on the upgrade for the DALNET equipment at WSU. The presentation focused on the E5500 and E450's servers. A new Test Server will be created from one of the E450s. The remaining two E450's will provide WebPAC, iPAC, RPA, etc. These two servers will eventually be clustered together to provide redundancy. Once the Test server upgrade is complete, work will begin to upgrade the production server.

How to check builds of Horizon (Muir): passed out a printout of the Horizon screen that indicates the build number. The number is listed with the Software and Database Version listings on the Horizon SunRise pop up screen.

Horizon Assessment (Muir): The Steering Committee has completed compilation of the survey results. Problems and enhancements have been determined. Thursday, November 29, 2001, has been scheduled for the demonstrations and discussions of the major problems. Scott relayed the intended schedule that concludes with *epixtech's* proposed solutions, timetables, and goals for the future.

Logging local changes in Horizon (Marck): approached the member libraries with the idea of logging local network changes for troubleshooting purposes. Solutions may be found faster with this approach for problems that arise weeks or months after the fact. This log would eventually be available for sharing. Several ideas were brought to the table for a shared resource. In the meantime, members can track their changes on paper for DALNET staff use.

Announcements: DALNET is starting a new "This Week At DALNET' to inform Members of changes, news, and updates. We'd like your input as well as any suggestions you may have for the news of the week.

The next meeting will be January 14, 2002. A host site is needed for the meeting.

Patricia Orr announced that Henry Ford will be closed for a few months while moving to their new building. They will be closed from the week of December 21, 2001 to mid-March.