Project Manager's Meeting
March 5, 2001
Botsford Hospital
Classroom A/B, Administration & Education Building.
1:00-4:00

Introductions	**1:00-1:15**

Discussion with Michael Piper on Project Manager's
    Review of Minutes 1/8/01
    Additional thoughts
    What is key to PMs
	1:15-2:15

Status of DALNET positions (Muir)	**2:15-2:30**

IHDC Report
    Hub projects (Callaway)
    Health Calendar (Eames)
	2:30-2:45

Horizon and *epixtech*
    DALNET Enhancements (Muir)
    Sybase Upgrades (Muir)
    Horizon 6.0 Upgrades (Muir)
    RPA Presentation (Papa)
    DALNET User Group Membership (Muir)
    Serials Bindery module (Evans)
	2:45-3:15

Steering Committee Report
    Member Purchases Document (Muir)
    Web Site Update (Galvin)
	3:15-3:30

LSTA grant (Callaway, Muir)	**3:30-3:45**
Announcements: **Infomine Program (Papa)** **CORC Program (Sheble)** **Next Meeting: May 7, host site**	**3:45-4:00**

DALNET PROJECT MANAGERS' MEETING
Botsford Hospital Library
March 5, 2001, 1:00-4:00 p.m.

MINUTES

Present: D. Adams (Botsford Hospital), C. Agnew (Marygrove College), M. Barash (WSU/DALNET), B. Bett (Macomb Community College), D. Callaway (WSU/DALNET, M. Durivage (VA), C. Eames (Children's Hospital), A. Evans (WSU/DALNET), J. Flaherty (WCCCD), M. Galvin (DIA), F. Krempasky (WSU), A. Lim (WSU/DALNET), S. Muir (DALNET), D. Murphy (Walsh College), P. Orr (HFMGV), L. Papa (U of D Mercy), M. Piper (DALNET), K. Sanders (DPL), M. Sheble (OCC), J. Van Buskirk (Mount Clemens General Hospital), D. Zyskowski (Oakland County Law Library)

Introductions – The members introduced themselves and welcomed M. Piper, new DALNET Director. Thanks were expressed again for Louise Bugg's many years of service for DALNET. A moment of silence was observed for Jeannie Brennan, formerly of Harper Hospital.

Discussion regarding DALNET Project Managers (PMs) – Notes from the last PM meeting on 1/8/01 were distributed by S. Muir to facilitate a new discussion regarding PM roles, responsibilities, and activities in DALNET. Some highlights of that discussion are provided below:

- L. Papa summarized the reason for the discussion, which arose from a need to streamline the organization's committee structure, and consolidate oversight and advisory roles for members. Currently, there seems to be overlap between the Information Hub Development Committee (IHDC), the Steering Committee, and the PM group.
- Several members expressed support for the idea that PMs should continue serving in a primary leadership role in DALNET. Responsibilities were discussed, including oversight of technical operations, approval of technical standards and policies, identification of project priorities, and serving as the main communication point between the DALNET office and member sites. Some participants pointed out that the PM group is the only non-Board group that has at least one representative from each member institution serving on it and, thus, is perhaps the ideal group to continue serving in this capacity.
- In response to a question from M. Galvin, historical PM activities were summarized. A. Evans stated that the PM group was started in 1987 and handled policies/standards, NOTIS-related matters, and licensed resources. J. Flaherty added that the PMs steered DALNET initiatives and resolved NOTIS-related problems at various sites
- M. Sheble pointed out that, in the past, PMs once gave site updates and news at PM meetings. Many PMs expressed interest in reviving this practice.
- In regard to a concern that the PM approval process might create a decision-making "bottleneck" as time-sensitive issues are addressed, J. Flaherty suggested that perhaps an executive group of PMs could be appointed to make fast-track decisions.
- Should DALNET technical staff be invited to future PMs meetings? Several members expressed support for continued systems librarian participation. A. Evans and A. Lim both confirmed that they value hearing PMs' views and participating in meetings where project ideas are developed for DALNET. M. Sheble suggested that perhaps other DALNET technical staff could be invited occasionally, depending upon the topics discussed.

- M. Sheble noted that there once was an "education group" that kept PMs informed about emerging technologies and trends. J. Flaherty agreed that this would be useful to revive, in

1

that PMs should have more time to discuss a variety of library issues, including topics like Infomine and Dublin Core.

- D. Murphy suggested that PMs should identify gaps in knowledge in Horizon system administration and management, and develop plans to address these gaps, if possible.
- L. Papa asked if PMs would be willing to continue meeting every other month. Members agreed that they would be willing to do so.
- These and other opinions expressed will be entrusted with M. Piper. He will be working with the Board to restructure DALNET, and will have plans available for PM review soon.

Status of DALNET positions – Secretarial position for DALNET has been advertised. Web Developer position is being classified as a programmer, with preference for MLS degree and extensive library experience. Sybase administrator position has been posted and advertised in local newspapers. Creation of an Assistant Director position will be reviewed by M. Piper.

IHDC report – D. Callaway offered a summary of digitization project ideas received to date. Some of these included the Allen Park VA hospital information collection, Detroit Study Club historical documents, MSU Detroit College of Law and WSU Law's Michigan Supreme Court documents from 1870 to present , UDM Black Abolitionists archives, Detroit Publishing Company's postcards at Henry Ford Musuem, among others. B. Bett asked about ownership of databases created, and D. Callaway responded that ownership questions would have to be addressed by legal experts as projects are developed. C. Eames provided an update regarding the Health Community Calendar. Specifications and functionality requirements for Strategic Staffing Solutions will be ready to review this week. Data will be entered into a test database by the following week and committee will review results. March 26, 2001 is the expected roll-out date for members to review the test and provide feedback.

Horizon and *epixtech* – Information was provided regarding the following topics:

- DALNET enhancements – S. Muir distributed his Summary Report regarding the enhancements, dated March 1, 2001. Please see the report for details.
- Sybase Upgrades – The Sybase 11.9.2 upgrade is completed now on the server at WSU, and the server at DPL will be upgraded next. There is an "arithmetic overflow" error that is occurring during DayEnd processes, but a temporary solution has been identified and will be applied by George Marck, as needed. Epixtech is investigating the situation to identify a permanent solution.
- Horizon 6.0 Upgrades – S. Muir asked the group for a volunteer to test the Horizon 6.0 upgrade first. L. Papa offered UDM's database for the initial test. Current plans are to start upgrading test databases next week, and have all tests completed by mid-to-late April. Testing scripts and training sessions, if necessary, will be provided by A. Evans and A. Lim. Tentative plans are to have all production databases upgraded by the end of July 2001.
- RPA – L. Papa distributed a memo to PMs, dated March 5, 2001, and a draft of the RPA Needs Statement, dated February 28, 2001. Please refer to these documents for details. Initial goals are to minimize RPA responsibilities for DALNET staff, and shift them instead to DALNET sites wanting to use RPA. Easyask reporting software not tested yet. Members interested in exploring RPA for use at their institutions, should send e-mail to L. Papa. An RPA working group will be formed and a meeting will be arranged to address additional questions, policy implications, and technical details.
- Horizon Users Group membership is based upon the number of servers used, so DALNET is able to purchase three memberships instead of one. Voting representatives will be M. Piper, Jeff Trzeciak (WSU), and Willy Cromwell-Kessler (DPL), with L. Papa as an alternate.

2

DALNET will fund travel to HUGM for these representatives. In the future, this group will handle DALNET's processes for Horizon enhancements votes as well.
- A. Evans distributed a report about the Serials Binding Module. Please see report, dated March 1, 2001, for details. Only OCC expressed interest in learning more about the module and will work with A. Evans to learn more about it.

Steering Committee Report –

- A revised policy document entitled "Member purchase of software that interfaces with Horizon," dated 2/22/01, was distributed by S. Muir and L. Papa to members.
- Website Update – M. Galvin provided a progress report on the new DALNET Web site. The expected date of completion is approximately two weeks behind, but the redesigned site is available for previewing at http://www.dia.org/dalnet/. This will be its temporary home throughout the redesign process. The redesigned site will be sent back to the Web site committee for final review this week, but M. Galvin noted that there were still several content pieces missing that needed to be developed, such as, for example, DALNET's mission statement. Members agreed that perhaps it was a good time to update our mission statement, since the only one available is more focused on the Ameritech Partnership Agreement rather than on DALNET's overall mission as an organization.
- LSTA grant update: D. Callaway noted that the Request for Proposal had been distributed to various vendors, including *epixtech*. Fretwell-Downing, OCLC, III, Pigasus, and VTLS. Turnaround for responses will be approximately one month. Vendor demonstrations are tentatively scheduled for 5/1 or 5/2/01.

Announcements –

- Infomine – L. Papa distributed a flyer promoting an Infomine Program that will be held at UDM on 5/1/01.
- M. Sheble announced that a OCLC CORC Program will be held. Tentative arrangements are to hold it at OCC Southfield and/or WSU during the second week in 5/2001. More information will be distributed soon.
- D. Callaway announced that Rochester College had been approved to join DALNET.

The next DALNET Project Managers' Meeting is scheduled for May 7, 2001, 1-4:00 p.m. at Macomb Community College.

Minutes by,
Adriene Lim

DALNET Project Manager's

L. Bugg began the discussion by reviewing that the group goes back to 1987. Each DALNET library is required to have a Project Manager, with responsibility for implementing and operating the shared automated library system (i.e., Horizon) at his/her library. The functional committees for the shared system (Database Standards, Acquisitions/Serials, Circulation Standards) report to the Board through the Project Managers. Administrative and policy making committees, such as the Finance Committee, Collection Development and Collection Access (i.e., resource sharing), report directly to the Board.

a. What needs does the group serve?
   - It has functioned as the main line of communication about the shared system, including deciding on committee recommendations, sharing experiences with other libraries, asking questions face to face.
   - It has provided opportunities to network with colleagues and learn about how other libraries are using the shared system.
   - It has provided a forum to discuss important problems, e.g., the support needs for WebPAC, to bring up operational issues, to learn about technical areas from DALNET staff.
   - Every library is represented, so there is an egalitarian feel to the group. Since each institution does not (and often cannot) have a representative on every functional committee, the reports to the Project Managers are the one place where everyone can have input to the committee recommendations. The Project Managers' group is seen as having the best representation for discussions that resulted in broadly made decisions for the shared system.
   - It has provided an opportunity for DALNET staff to work with the entire group of Project Managers, including on procedural matters that need to be figured out for Horizon to work for everyone.

b. What needs could be met other ways?
   - Listservs are currently used for communication with/among Project Managers and with/among the staff of DALNET libraries. It was recommended that the number of listservs be reduced for improved communication, e.g., the DHMT and DALNET lists be merged and the DALNETPM list be discontinued in favor of using the combined Project Managers and Board list DALNETPB.
   - Online discussions, e.g., Web chat; distribution of reports via the Web, e.g., like epixtech's eBuzz service; and more use of DALNET's developing Website were suggested.
   - The listserv could be used for voting, as is done with the Board list.

c. Should the Project Managers' group be continued?
   - The consensus of those present was to continue the Project Managers group, especially given the importance of the Project Managers' responsibility for implementing and operating Horizon at their libraries.