

DALNET BOARD MINUTES

Monday June 26⁶, 2000
Detroit Institute of Arts

Present:

Phyllis Jose, Chair	OCL
Jerry Bosler	MCC
Robert Holley	WSU
Margaret E Auer	UDM
Karen Tubolino	VA
Mary Ann Sheble	OCC
Maurice Wheeler	DPL
Cathy Eames	Childrens
David Murphy	Walsh
James Flaherty	WCCC
Jennifer Moldwin	DIA
Pat Orr	GV

Staff: Scott Muir (WSU)
Louise Bugg (WSU)
Robert Harris (WSU)
Jeff Trzeciak (WSU)
Dee Callaway (WSU)

Guest: Willy Cromwell-Kessler

1. The meeting was called to order by P. Jose, Chair at 1:00PM.
2. **ACTION:** M. Auer moved, seconded by M. Wheeler, that minutes of the May 8, 2000 Board meeting be approved as amended in Sect 3, item 1 to read Ian Fleming and item 4 to read Board of Trustees.

APPROVED

P. Jose welcomed Mary Ann Sheble to the Board as the new representative from Oakland Community College and expressed her thanks on behalf of the Board to Ann Walaskay for her service on the Board over the past years.

The sequence of the agenda items was revised.

3. **ACTION:** J. Bosler moved, seconded by M. Auer, that David Murphy be appointed as a new member to the Information Hub Development Committee.

APPROVED

K. Tubolino presented a short Powerpoint presentation on a sample information structure and a review of the work the IHDC has done. The IHDC asked the Board for direction on how fast and how far the Board is prepared to support the development of an information hub given the time and financial situation. Some issues discussed included: the current 'state of the art' in the digital information field. other local information web sites, positive help that DALNET can offer, advantages to DALNET and its member organizations, need for a clear direction for the development of the marketing plan, and the needs of the local community.

The Board directed the IHDC to continue to develop the community calendar and to present a plan to the Board that would outline the development path along with estimated budgets. In addition, the Board expressed a desire to meet with Lana Porter to discuss future partnering options with epixtech in this area.

The minutes from the IHDC meetings will be sent out to Board members by S Muir.

4. The Finance Committee has reviewed the budgets for the past few years in preparation for submission of the 2001 budget. This Thursday there is a meeting regarding the DALNET servers that may impact the budget proposal which will be presented at the next Board meeting. There is currently a surplus in our operating budget due to delays in implementing various programs.

The following epixtech payments information was presented:

\$1,215,000 has been paid

\$1,032,000 is outstanding

of this amount \$40,000 is for bills in hand which is processed for payment

\$575,000 DALNET is holding for delivery of enhancements

\$418,000 is for items still on schedule such as RSS etc.

Bob Harris passed out information on the Equipment Reserve funds. Last winter the Board voted to move surplus operating funds to equipment reserve which is \$326,000. Interest earned over the past two years amounts to \$51,180. The current years interest will be added to this amount shortly.

A survey of DALNET services will be sent out under the auspices of the Finance Committee to assess their cost effectiveness. This will help determine if the services provided by WSU and DPL are sized correctly and will aid in the budget development. One area of concern is should DALNET outsource its web-based activities to some vendor such as MLC? The Steering Committee also felt this was an option to investigate and develop a need assessment statement. The Web Site Committee will form a subcommittee to look at this issue. It will be important to select members of this sub committee to reflect all DALNET institutions both large and small. Proposals and cost estimates will be forwarded to the Finance Committee.

ACTION: The Finance Committee recommends that the Marygrove College and William Tyndale College be accepted as members into DALNET under the parameters previously approved by the Board.

APPROVED

The issue of 501 C3 status for DALNET was raised again. The lack of this is a hindrance when applying for funding. B. Harris stated that we do have access to 501 C3 status through WSU.

5. The Database Standards which were distributed at the last Board meeting and approved by the Project Managers was tabled until the next Board meeting since not every Board member had received a copy.
6. The power outage in Detroit caused the two Horizon headends to be shut down. There was no loss of data and no hardware damage. At WSU the backup generators were functioning so in the future the server can be kept up. DPL will be reviewing their system and assess the best course of action to follow in the event of a similar situation.

The meeting to discuss DALNET equipment needs will take place on Thursday with Sun Systems, epixtech and DALNET staff. Board members attending the meeting will include: M. Auer, N. Bulgarelli and D. Murphy.

DALNET staff is looking at broadcast searching. The 'attribute sets' at various institutions within DALNET vary which prevents full searching capability. G Marck is running some tests and A Lim is chairing a group to look at this issue. Members will be asked to standardize in the near future.

The Steering Committee reviewed the status of Horizon enhancements. They ask that members check with their respective institutions on their policy regarding use of social security numbers.

The Frame relay bill should be in the mail. M. Auer indicated that UDM's fiscal year ends June 30th. If UDM does not receive their bill by that date, it will not pay. The total amount is significant. Epixtech has been covering the costs.

7. The cultural breakfast was held this morning and it went very well. There was good turnout and many questions. The event calendar that is in the planning stages was perceived to be very beneficial to the cultural community. They are also interested in digital image display.

Marion High School in the Detroit Archdiocese may be the next potential member. D. Calloway will be in touch with them.

The marketing plan is on hold temporarily due to the issues surrounding the IHDC and questions which need to be answered such as: What product (s) are we offering? Will vision planning session with epixtech cause significant changes? How will we market the DALNET membership levels?

8. M. Auer reported on epixtech developments:
 - a- They will accept all of the contracted responsibilities of the DALNET contract with Ameritech Library Services
 - b- A report of items discussed with epixtech at the Academic Executive Session of May 21/22 was distributed.
 - c- The issue of enhancement deadlines will be discussed with epixtech at a meeting at ALA in Chicago. M. Fisher, M. Auer, P. Jose and S. Muir will be attending
 - d- Epixtech is concerned about unpaid bills which was discussed earlier in Finance report. L. Porter will be asking about this at ALA. We have been holding full payment for software yet only two institutions are having a problem (DPL and WSU). Rider H to the contract will be looked at. We may decide to make a partial payment for delivered software.
 - e- M. Auer will invite epixtech to a future-planning meeting in August. DALNET needs to be prepared to lead this encounter.

9. **ACTION:** G. Bosler moved, seconded by R. Holley, that the Board go into executive session.
APPROVED

ACTION: M Auer moved, seconded by J. Bosler, that the Board come out of executive session.
APPROVED

ACTION: The Ad Hoc Board Committee moved to accept the three documents as amended by the Board in executive session, DALNET Director Position Description, DALNET Director Position Posting, and the Hiring Process for the DALNET Director.
APPROVED

ACTION: J. Flaherty moved, seconded by R. Holley, to have Margaret Auer contact epixtech about extending the DALNET Project Leader's contract until January 31.
APPROVED

10 New Business:

The communication problems encountered by some DALNET members for the reception for Christie Brandau were reviewed. DALNET needs a procedure to follow when similar problems arise. Three phone numbers will be targeted for updated information: the Chair's home phone

number, DALNET helpline number, and the 24 hour security phone at DPL. In addition, it will be assumed that the activity is taking place unless you hear otherwise.

G. Bosler distributed Collection Access Committee documents to be reviewed by the Board and brought to the next meeting. He is asking for the charge to be reapproved and to consider the need for a shared patron database as outlined in the document. The committee will also need to appoint a new member.

11. Next scheduled Board meeting was set for September 18, 2000 at 1PM at UDM, McNichols Campus. M. Auer will try to schedule a DALNET meeting in August and with Lana Porter and her staff to discuss future partnering plans.

Meeting adjourned at 3:45PM.

Karen M Tubolino
Secretary