

## DALNET BOARD MINUTES

Monday October 30, 2000  
Henry Ford Museum/Greenfield Village

Present:

Phyllis Jose, Chair	OCL
Jerry Bosler	MCC
Robert Holley	WSU
Margaret E Auer	UDM
Karen Tubolino	VA
Mary Ann Sheble	OCC
Sandra Clemons (for M. Wheeler)	DPL
Cathy Eames	Childrens
David Murphy	Walsh
Debbie Adams	Botsford
Nancy Bulgarelli	Beaumont
James Flaherty	WCCC
Jennifer Moldwin	DIA
Patricia Orr	Ford Museum
Frank White	Marygrove

Staff: Scott Muir (DALNET)  
Louise Bugg (DALNET)  
Robert Harris (DALNET)  
Dee Callaway (DALNET)

Guest: Mary Sue Livingston (Marygrove)

1. The meeting was called to order by P. Jose, Chair at 1:10PM. The Chair welcomed the new member of DALNET, Frank White, Director of Marygrove College Library. Board Members all introduced themselves.
2. **ACTION:** D. Adams moved, seconded by J Bosler, that minutes of the August 18, 2000 Board meeting be approved as amended by correcting the date to read August 18 and in Sect 1, change the time to 11:15AM. In Sect 3 the first motion will read "...that the president of DALNET communicate with the President of epixtech on a biweekly basis on the status of the timeline and adherence to the deadlines as listed. Copies of this communication are to be sent to the Chair of the DALNET Board and to Meg Fisher, Vice President of Operations at epixtech." In Sect. 3 the second motion will read "...that the DALNET Board support the concept of the enhancement process as laid out in the document." In Sect 2, line 2 'those' will be deleted to read "..so upcoming Board meetings..."  
**APPROVED**
3. J. Bosler distributed copies of the results of the DALNET Satisfaction Survey. It included graphs of the results and edited comments. Based on this and feedback from the Project Managers the Systems Office reported the following action has been taken in the short-term.
  - The DALNET Horizon Migration Task Force listserv has been re-instituted to allow members to share information on Horizon functionality and solutions to problems.
  - Member sites can now communicate directly with DALNET Systems Librarians.
  - The focus of the DALNET listserv has been redirected for reporting important information. e.g. downtime.
  - The DALNET Systems Office is acquiring conference phones to allow DALNET members to participate in calls to *epixtech* for customer support.

- The roles and responsibilities of the DALNET staff are being clarified and will be communicated to members.
- Improved access to WebPACS should be available in October, 2000.
- A WebPAC information session is being planned for November, 2000.
- The WebPAC information resource person will continue to be Jeff Trzeciak.
- The DALNET Web Site has been updated with current information for members and other Web users.
- Additional copies of the Horizon client CDs will be made available to members for current and future releases.
- Feedback and development plans for ongoing improvements will be addressed by the DALNET Systems Staff and communicated to members.

**A. Finance Committee Recommendations based on the survey results are:**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that the DALNET Help Desk should be phased out as soon as possible, but no later than January 31, 2001.

**APPROVED**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that the WAN Administrator position should be eliminated. The DALNET Systems Office at WSU should be reassigned WAN duties for network support.

**APPROVED**

On the following two recommendations the Board by consensus agreed to a friendly amendment to strike the word Director from the next two motions.

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that an additional DALNET Systems Librarian should be hired by DALNET to assist with Horizon System, Web and Hub applications.

**APPROVED**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that the DALNET Webmaster position should be realigned as a function of the DALNET Systems Office and a full-time staff member should be hired by DALNET to provide Horizon System, Web and Information Hub support.

**APPROVED**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that DALNET should upgrade its Horizon servers with two equivalent servers at two sites; Wayne State University and Detroit Public Library.

**APPROVED**

**ACTION: D. Murphy moved, seconded by J. Flaherty, that the DALNET Board amend the Finance Committee motion to allocate \$15,000 to hire a person to write grants.**

**APPROVED.**

**ACTION:** The DALNET Finance Committee recommends, seconded by D. Adams, that the DALNET Board allocate an amended amount of up to \$15,000 to hire a grant person under contract to prepare drafts of grants. Promotional materials will solicit individuals who are experienced in seeking cooperative grants among institutions, agencies and corporations in the information community. The selection of activities / projects for grants will be determined by the DALNET Executive Committee. The service contract should be publicized in local publications in the form of a Request for a Proposal (RFP).

**APPROVED**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that a server site should be created for the Information Hub as soon as possible with the following allocations for hardware and software: Development Server \$25,000, A/V Compression software \$5,000.

**APPROVED**

On the following motion the Board directed that this agreement be in writing and signed by each of the three Library Directors.

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that Digital Laboratories are recommended for immediate installation at Detroit Public Library, the University of Detroit Mercy and Wayne State University. The three institutions will be asked whether they have the staff, and the space to create a laboratory. In addition, they will be asked to sign a statement signifying their willingness to let other DALNET institutions use their laboratory if the equipment is funded by DALNET. An additional specification will be that the site institutions must agree to meet DALNET standards for data entry, access and control. Digital data might be stored on a local server with local proprietary control or on a central DALNET server. DALNET will consider the storage and maintenance of digital data (e.g. images) on a case by case basis.

**APPROVED**

**ACTION:** The DALNET Finance Committee recommends to the DALNET Board that the three institutions receiving a digital laboratory the maximum amount that they may receive is \$17,000. Allocation of the funds must be specified and approved by the Executive Committee. Suggested allocation may be broken out as follows: Workstation: \$9,500, Scanner: \$5,000, Digital Camera: \$2,500. If the institutions already have some equipment and wish to purchase alternative, integral equipment in order to pursue a DALNET Information Hub project, it is permissible to seek approval for hardware and software up to the maximum amount allowed.

**APPROVED**

**B.** B. Harris reviewed the 2000/01 budget options. Three options were presented with option one at \$1,586,616 the least costly. The Finance Committee directed Mr. Harris to build into the budget some flexibility. The differences are Option one includes funding positions for half a year; Option two funds two positions for ¾ of a year and Option three has full year funding. There is a potential saving in third option of \$91,839. This amount would help replenish reserves. The 2001/02 budget of \$1,704,436 is at full salary and includes any increases in maintenance costs for Horizon. The Finance committee recommends option three.

**ACTION:** The Finance Committee recommends that DALNET Board adopt budget option three for \$1,678,455 for annual operating costs in fiscal year 2000-01.

**APPROVED**

**ACTION:** The Finance Committee recommends that DALNET Board adopt proposed budget for 2001/02 of \$1,704,436 for operating expenses.

**APPROVED**

There is currently a surplus of \$272,000 in the operating account which is savings from unused moneys budgeted for DPL contracts and from savings on RSS software. The Board discussed moving some of this excess into Capital Reserve fund to help fund the costs of the new server upgrades

**ACTION:** M. Auer moved, seconded by D. Adams, that \$250,000 be moved from operating funds into the Capital Reserve account.

**APPROVED**

**4a.** S. Muir presented a document on the goals for the Steering Committee in 2000/01. The following changes were made to the document.

Bullet point three was changed from "Escalate problems..." to "Attend to problems..."

Bullet point six was changed to read "Address policies associated with the use of Horizon and other epixtech products."

The relationship between the IHDC and the Steering Committee was questioned and a possible joint meeting of the two committees to review areas of overlapping interest and potential budgetary impact on the organization was suggested.

**ACTION:** M Auer moved, seconded by D. Murphy, that the Board support the goals of the Steering Committee as amended.

**APPROVED.**

- 4b. The IHDC Planning document was reviewed and two suggestions were made a) to change the terminology to reflect recommendations to the Board and b) to clarify the distinction between a DALNET project and an individual institution project.
- 4c. An update on the DALNET Enhancements Project Timeline was presented. We are talking and moving forward but the progress is slow. Many enhancement steps are on hold until Nov. 16 after the HUGM meeting and the release of 6.0 as well as iPAC 1.0. UDM had agreed to take the lead on the Authentication enhancement. Children's OPAC is dependant on iPAC. Systems office staff will be receiving training on this. However, it was learned that version 1.0 is not designed to run multiple PACs. Epixtech indicated they might be able to enable this feature in 1.1 due sometime around June/July. This is not acceptable for DALNET and the Board needs to respond. M. Auer will express the sentiment of the Board to epixtech regarding their failure to meet DALNET's needs as expressed at the meeting last July in Chicago. The Reports enhancement is going well. UDMercy agreed to shepherd the Booking enhancement forward under the direction of M. Auer and G. Libby.
5. A review of the marketing plan was tabled until the next meeting due to time constraints.
6. J. Bosler informed the Board on the status of the DALNET Director search after Scott Muir left the room. There have been three applicants. The process will involve initial phone interviews and a daylong interview in person hopefully in the second half of November. The schedule will be breakfast with the search committee, followed by onsite visits at WSU systems office and DPL systems office. Lunch is planned at the DIA. At 1:45 each candidate will meet with and make a presentation to the Board; after which the Board will have about 45 minutes to question the candidate. Board members are asked to submit possible questions for the candidates on the Board listserv. Performance based interviewing questions will be considered.
7. The Board acted on the following:

**ACTION:** N. Bulgarelli moved, seconded by B. Holley, to confirm the email vote electing Joan Emahiser to the Steering Committee.

**APPROVED**

**ACTION:** B. Holley moved, seconded by J. Flaherty, to confirm the email vote electing Karen Tubolino, Maurice Wheeler and Phyllis Jose to the Finance Committee

**APPROVED**

**ACTION:** J. Bosler moved, seconded by S. Clemons, that three Horizon task forces; Search Engine, Shared Patron and Course Reserves be retired and thank you letters be sent out.

**APPROVED**

**ACTION:** M. Auer moved, seconded by J Bosler, that Eric Jacobs UDM be appointed as chair of Media Booking task force and that Cindy Harris, MCC and Debbie Antoni, MCC be added to the task force membership

**APPROVED**

**ACTION:** J. Bosler moved, seconded by M. Auer, that Mary Ann Sheble, OCC be added to the Metadata task force

**APPROVED**

**ACTION:** B. Holley moved, seconded by M. Auer, that the Board approve the Children's OPAC task force with Sandra Bialic, DPL as chair and members: P. Bedouin, R Biersdorf, C Doll, C Kypros, A LaPrise, K Sanders, B Seecharan, T Zaryczny, A Lim and S Muir.

**APPROVED**

8. **ACTION:** M. Auer moved, seconded by D. Adams, to approve the Database Standards Committee Guidelines document dated 5/8/2000.

**APPROVED**

9. J Bosler presented Collection Access Committee issues. The charge was accepted as written with the note that it did not address possible issues which may be coming to it from the work of the IHDC Committee.

**ACTION:** Collection Access Committee recommends that Z39.50 access to all unrestricted DALNET databases, including online catalogs be enabled and instructions for connecting be published

**APPROVED**

**ACTION:** Collection Access Committee recommends that the Reciprocal Borrowing Agreement be accepted with the following changes agreed to at the Board meeting:

- Addition of Marygrove College
- Restatement of WCCC to Wayne County Community College District
- It is understood that the document becomes active after the Shared Patron enhancement is in place
- Names of contact personnel at each institution will be listed on DALNET web site
- Costs assessed will be based on each lending institution's borrowing policy
- Document which specifies charges for each institution will also be posted on the restricted section of the web site

**APPROVED**

10. Election of officers for 2000/01. The current Chair and Vice Chair agreed to serve for another year. The current secretary declined and Mary Ann Sheble agreed to serve as secretary.

**ACTION:** M Auer moved, seconded by B Holley, that P Jose be elected as Chair, J Bosler be elected as Vice Chair and M. Sheble be elected as Secretary for DALNET 2000/01

**APPROVED**

**ACTION:** J. Bosler moved, seconded by B Holley, that Margaret Auer continue as DALNET liaison to epixtech for another year

**APPROVED**

11. The Board will meet on December 4, 2000 at 1PM in the Board Room at the DIA, Kirby entrance. P. Jose will send out a proposed scheduled of monthly Board meetings on the Board Listserv and look for responses.

P. Jose distributed a letter from Christie Brandau, State Librarian indicating that the OWLS LSTA grant proposal was selected to receive funding in the amount of \$125,000.

Meeting adjourned at 4:30PM.

Karen M Tubolino  
Secretary