DALNET BOARD OF DIRECTORS
Meeting: Monday, September 24, 2001
1:00 pm – 4:00 pm
Ward Conference Center, Rooms 119-120
University of Detroit Mercy - Outer Drive Campus
(Corner of West Outer Drive and Southfield Road)
8200 West Outer Drive, Detroit MI 48219
313/993-1090

1:00	1	Call to Order/Call to the Audience

1:10   2   Approval of Minutes from August 2001 DALNET Board Meeting

1:15   3   Information Hub Development Committee update – Karen
              Tubolino

1:45   4   Finance Committee report – Jerry Bosler

   a) Recommendations concerning FY 2002 DALNET budget
   b) Recommendations concerning FY 2003 DALNET budget
   c) Recommendations concerning cost sharing formula for the MiLE
       Project

2:15   5   Chair's report – Phyllis Jose

2:30   Break

2:45   6   DALNET Director's report – Michael Piper

   a) Planning retreat follow-up
   b) Joint priority setting with epixtech

3:30   7   Election of officers – Robert Harris

3:45   8   Confirm upcoming DALNET Board meeting dates and locations

4:00   Adjourn

DALNET BOARD MINUTES
Monday, September 24, 2001
1:00-4:00 p.m.
University of Detroit Mercy, Outer Drive Campus
Ward Conference Center, Middleton Lounge

Present

Debbie Adams	Botsford General Hospital
Margaret Auer	University of Detroit Mercy
Jerry Bosler	Macomb Community College
Stephen Bowers	Rochester College
Marilyn Dow	Detroit Medical Center
Cathy Eames	Children's Hospital
Phyllis Jose	Oakland County Law Library
Jennifer Moldwin	Detroit Institute of Arts
David Murphy	Walsh College
Patricia Orr	Henry Ford Museum & Greenfield Village
Mary Ann Sheble	Oakland Community College
Karen Tubolino	Veterans Administration Medical Center
Jill Van Buskirk	Mt. Clemens General Hospital
Maurice Wheeler	Detroit Public Library
Frank White	Marygrove College
Sandra Yee	Wayne State University

DALNET
Duryea Callaway
Robert Harris
Scott Muir
Michael Piper

Guests

Louise Bugg	Wayne State University
LaVerne Callaway	University of Detroit Mercy

1. The meeting was called to order at 1:05 p.m. by chair, Phyllis Jose. M. Auer introduced LaVerne Callaway, the new director of the University of Detroit Mercy Outer Drive Library.

2. **ACTION**: D. Adams moved, seconded by M. Wheeler, that the minutes of the August 27 meeting be approved as written.
APPROVED

3. Information Hub Development Committee (IHDC) Update: K. Tubolino distributed and reviewed the document, *IHDC: Digitization Projects Review for DALNET Board Meeting,* which lists the proposed distribution of $35,500 from the Ameritech Grant toward four projects. K. Tubolino noted that $14,500 of the grant is being held in reserve

with the probability of allocation to *Virtual Motor City: Endangered Images from American's Industrial Giant, 1918-1940* (WSU Reuther Archives) and *Detroit Institute of Art Bulletins* (DIA). The IHDC is waiting for additional information from project contacts before approving these allocations.

ACTION: The IHDC recommends approval of the allocation of $50,000 toward six projects from five institutions, pending further details from the Reuther Archives and DIA.
APPROVED

Board members discussed the project, *Michigan Supreme Court Briefs and Records*. The project involves digitizing approximately 7 million pages of text that are held by four institutions. S. Muir noted that the cost of the project has been estimated at around $350,000. It was the consensus of the Board that the project goes beyond the immediate scope of IDHC projects, and the role of DALNET staff should be limited to taking an initiative to get holding libraries together to discuss funding and project plans.

4. Finance Committee Report: For the benefit of new members, R. Harris provided background information on operating allocations and start-up allocations for participating libraries, and the status of current funds for operating and equipment budgets.

4.a. Recommendations Concerning FY 2002 DALNET Budget: R. Harris reviewed the following FY2001/02 budget documents:
- *DALNET Budget Annual Operating Costs Fiscal Year 2001/02*
- *DALNET Budget Allocation of Annual Operating Costs Fiscal Year 2001/02*

R. Harris noted that individual library costs were slightly lower than originally projected due to cost-sharing with new members.

J. Bosler, Chair, DALNET Finance Committee, reviewed the September 13, 2001 memo from the Committee to the Board, *Recommendations for the FY 2001 and FY 2003 budgets.*

ACTION: The Finance Committee recommends keeping the FY 2001/02 budget to the level approved in September 2000 ($1,704,436). The budget includes funding to:
- Increase the Outreach Librarian position from two-thirds to full time.
- Add $15,000 to the DALNET Office supplies, training, and travel budget to support new staff.
- Establish a contingency fund in the Software Maintenance category. Any amount remaining at the close of the 2001/02 FY would be carried over to the reserve fund.
APPROVED

4.b. Recommendations concerning FY 2003 DALNET Budget: J. Bosler reviewed the following FY 2002/03 budget documents:

- *DALNET Budget Annual Operating Costs Fiscal Year 2002/03* (comparative increases of 2.0%, 2.5%, and 3.0%)
- *DALNET Budget Allocation of Annual Operating Costs Fiscal Year 2002/03* (comparative increases of 2.0%, 2.5%, and 3.0%)
- *DALNET Budget Annual Operating Costs Fiscal Year 2002* (increase of 3.17%)
- *DALNET Budget Allocation of Annual Operating Costs Fiscal Year 2002/03* (compares FY 2001/02 and FY 2002/03)

ACTION: The Finance Committee recommends that the DALNET Board adopt the proposed budget of $1,747,050 for FY 2002/03, an increase of 2.5% from FY 2001/02.
14 approve
1 opposed
CARRIED

4.c. Recommendations Concerning Cost Sharing Formula for the MILE Project: J. Bosler and L. Bugg reviewed recommendations for cost-sharing among MiLE participants: an initial allocation of $10,000 per consortia plus $432 per building. L. Bugg distributed the document, *DALNET Libraries Buildings List*, and asked Board members to review the information for accuracy, note discrepancies, and initial. If the formula is implemented, the cost to DALNET would be $40,247, a slight increase over the annual $38,000 originally budgeted by DALNET for RSS maintenance costs. J. Bosler emphasized that DALNET's portion of MiLE maintenance costs would be paid from the DALNET operating budget, and individual institutions would not receive additional bills. L. Bugg noted that the DALNET proposal (Board meeting, August 27, 2001) to incorporate transaction data as a base for cost-sharing in the MiLE project may be considered at a later point.

ACTION: The Finance Committee recommends that the proposed formula of $10,000 per consortia plus a cost of $432 per building to cover maintenance costs for the MilE Project.
APPROVED

5. Chair's Report: P. Jose noted that M. Auer would be transferring her work as liaison to *epixtech* to M. Piper. On behalf of the Board, P Jose expressed appreciation to M. Auer for her work as liaison.

6. DALNET Director's Report:
MiLE: iPAC needs to be up before DALNET libraries can participate in the MiLE project. Working from a MiLE survey, the following libraries have been identified for the three MiLE implementation phases:
- Phase I (12/2001): MCC, UDM, WSU
- Phase II (2/2002): Botsford, OCC, Walsh
- Phase III (4/2002): DIA, DMC, HFMGV, Marygrove, OCLL, Rochester College

6.a. Planning Retreat Follow-Up: M. Piper outlined 2001 activities for DALNET and within each activity (job), priorities.

Job 1: Fault tolerance
Priority: Recruitment for full staffing by the end of 2001. After the goal of full staffing is achieved, review problem tracking software, organize to maximize available resources, and look at options for workload balancing.

Priority: Organize servers: M. Piper noted that server upgrades and reconfiguration are necessary tasks before other activities/jobs can be started.
(1) Cluster iPAC/Webpac servers
(2) Reconfigure system

Priority: Server upgrades
(1) Test, iPAC, Webpac, Production: upgrade storage

Job 2: Stabilize ILS
Priority: Complete Horizon and iPAC implementations

Priority: Address connection problems
M. Piper discussed some of the current problems experienced by DALNET Office staff in their attempts to identify and define connection problems, and suggested hiring a consultant to evaluate network connections and provide information on solutions. Seven libraries indicated that they are experiencing relatively consistent problems and would like to be involved in a pilot project. As a second step, alternate providers could be asked to analyze the DALNET WAN and propose solutions.

Job 3: Planning
Priority: Horizon assessment
Priority: On-site visit from *epixtech*
Priority (6.b.): Joint priority setting with *epixtech* for 2002
Priority: Move forward with strategic planning

Board members discussed two areas of the planning process:
- Appropriate role of the Board in priority setting
- DALNET Vision and Mission statements. M. Auer noted her concern over a possible year's delay in revising these documents. P. Jose suggested using DALNET committees to help with the revision process, and Board meeting time for additional work on the two documents.

The DALNET Offices will remain in the WSU SEL. Adjacent office space will be configured for staff members. DALNET will not have a separate training lab, but will have access to WSU training lab facilities on a first-come/first-serve basis.

7. Election of Officers: R. Harris presented the slate of candidates, noting that he received only five responses to his request for nominations. The floor was opened to nominations.
ACTION: D. Adams moved, seconded by M. Auer, to close the nominations.
APPROVED

ACTION: D. Adams moved, seconded by M. Auer to appoint J. Bosler as Chair, P. Orr as Vice-Chair, and M. Sheble as Secretary for 2001/02.
APPROVED

On behalf of the Board, M. Auer expressed appreciation to P. Jose for her work as Board Chair.

8. Confirm Upcoming DALNET Board Meeting Dates and Locations: The following revised meeting schedule was confirmed:

October 22, 2001
December 3, 2001
January 28, 2002
February 25, 2001
March 25, 2002
April 22, 2002
May 20, 2002
June 24, 2002
July 22, 2002
August 26, 2002
September 23, 2002
October 28, 2001
December 2, 2002

Next Meeting: The next meeting will be held at 1:00 p.m. on October 22 at Mt. Clemens General Hospital, with DIA and UDM as backups.

Meeting adjourned 3:45 p.m.

Mary Ann Sheble
DALNET Board Secretary