DALNET Board Chair's report

1) Jerry Bosler said the ATLAS digitization committee is planning a statewide digitization grant proposal for the Institute of Museum and Library Services. This grant will be intended to set up digitization centers throughout the state, including southeast Michigan. Several DALNET institutions are participating in the grant's development.

2) Starting in February, the Information Hub Development Committee is planning several digitization training sessions. These workshops, to be led by experts from several Michigan institutions, are intended to provide background for the IHDC pilot digitization projects slated to go online by the end of 2002. They are also meant to help DALNET institutions make informed decisions about their own local digitization projects.

   Costs for the workshop expenses are to be determined. Bosler said these expenses will be covered from the existing budget for DALNET staff training, with the understanding that there may be a request later in the year to reimburse this outlay from other budget lines.

Joint priority setting with *epixtech*

Last summer, the DALNET Steering Committee conducted an assessment of the Horizon integrated library system. Then the Committee compiled the assessment results, identifying problems and concerns for each Horizon module such as Acquisitions, Cataloging, Circulation, etc. After sending these findings to *epixtech,* the Committee met with *epix* representatives in November to discuss these findings.

At the November meeting, it was agreed that DALNET would identify priority issues for each Horizon module, and then send the prioritized report to *epixtech* by the end of January 2002. This seclude would permit *epixtech* to plug DALNET priorities into the development cycle for upcoming Horizon releases.

In December, the Board asked staff to invite DALNET members to participate in working groups to develop priorities for each horizon module. During December and January, several groups met and prepared their recommendations for discussion at the 14 January Project managers' meeting.

Following the Project Managers' meeting, DALNET staff compiled the reports on each module, and then sent the consolidated report to the Board for review. After discussing this report, the Board asked DALNET staff to refine the report by making it more concise, identifying the priorities more clearly, and including a grid depiction of projected features in upcoming Horizon releases, with comments about which of these features are DALNET priorities.

DALNET Planning Team charge, membership and assignments

After the December Board meeting, Michael Piper began preliminary work with several volunteers who have agreed to serve on the Board's Planning Team. During a conference call in early January, and via email, this Team prepared a draft charge, membership roster and assignments listing, then sent these items to the Board for review.

After discussing these items briefly, the Board approved the following charge, membership and assignments for the DALNET Planning Team:

Planning Team Charge

In collaboration with the DALNET Board, this group will implement planning initiatives, including the following:

● Present revised draft DALNET vision and mission statements for approval at the 28 January 2002 DALNET Board meeting

● Submit recommendations for a second DALNET planning retreat at the February 2002 DALNET Board meeting

● Review current DALNET committee structure, and present recommendations for revamped committee structure at the March 2002 Board meeting

● At the April 2002 Board meeting, submit recommendations on member feedback strategies to nourish the planning process. This includes finding creative ways to involve members continuously in planning through meetings, committee work, Web collaboration, etc.

● Create an annual "planning calendar" and document a DALNET "planning tool set," to be submitted at the May 2002 DALNET Board meeting.

Planning Team membership

Jerry Bosler, David Murphy, Patricia Orr, Leo Papa and Ann Walasky. DALNET staff liaisons: Scott Muir and Michael Piper

Annual Board review

The DALNET Board will review this group's activities and make new assignments as needed. Annually at its December meeting, the Board will review the group's membership. Members of this working group will serve 2-year renewable appointments, using staggered 1- and 2-year terms initially, to avoid turning over entire group membership at once.

Revised DALNET Vision, Mission and Values statements

Based on comments from the August 2001 Board meeting, the Planning Team also reworked the draft vision, mission and values statements developed at the Board's planning retreat last July.

After discussing these draft statements, the Board agreed to offer the Team additional suggestions on this topic via email. At the February Board meeting, the Planning Team will present its completed draft and request Board approval, with the understanding that the draft will be a work in progress that the Board may decide to revise again at an upcoming planning retreat or at some other point in the future.

Criteria for incorporating new DALNET members

In conducting its work, the Planning Team identified a need for clarification concerning the incorporation of new members into DALNET. So the Planning Team recommended that the Board develop criteria for new members.

After discussing this recommendation, the Board asked the Planning Team to recommend a strategy for developing these criteria. Issues for the Team to address include:

- What are the resource implications of adding new members? How much does it cost to have more members, for example? Would new members necessitate bigger servers or more staff? Does the *epixtech* software have limitations we need to consider, in terms of the number of libraries it can support for various features such as broadcast searching?

- How much time/money would it take to figure out how much it is to add new members, small, medium and large? Can we use current or prospective members as case studies to identify costs associated with membership?

DALNET Director's report

During the first and second quarters of 2002, staff is planning several projects, including:

- Adding a new server for the DALNET Web site, upgrading the firewall, and rearranging DALNET servers in the WSU Computing Center to use existing space more efficiently.

- Implementing software upgrades, including Horizon 7.2 and iPac 2.01 this summer, based on the timeline developed by the iPac Working Group.

- Completing the Horizon connections assessment in six member sites.

- Upgrading the DALNET Web site

Some of these operations will require downtime. Any service interruptions that result from these operations will be scheduled during off-hours and announced in advance.

Information Hub Development Committee report

At the February Board meeting, the IHDC will present its proposed 2002 goals. The committee's projects include planning a series of training sessions on digitization projects and reviewing products that provide customers with unified searching interfaces for diverse Web-based resources.

On 19 January, IHDC member Karen Tubolino conferred with the Michigan State Bar Committee on Libraries, Legal Research and Publications. This group is enlisting support for a project to digitize the case law of Michigan. Tubolino advised the Committee on strategies for developing support for their project, and invited them to get back in touch about possible use of DALNET digitization labs to support digitization of resources in DALNET libraries.

MiLE Project update

Dee Callaway and Scott Muir updated the Board on the MiLE Resource Sharing Project. The project has started more slowly than anticipated, and Phases 1 and 2 have been moved closer together, so that Phase 3 can be done on time. Still, the project is moving along well, training is underway, and MiLE is a fine experiment that may become the model for statewide resource sharing in Michigan.

Reports from DALNET Board Members

- Sandra Yee will ask Louise Bugg to provide an update on developments in the integrated library system (ILLS) marketplace at the February Board meeting. Duryea Callaway said a report of technology advances presented by ILLS vendors at the ALA Midwinter conference is at http://www.biblio-tech.com//btr11/S_PD.cfm?DO=L&ArticleID=231.

- Leo Papa said the ATLAS Portal Committee is looking at products that extend the ILLS to provide uniform, consistent access to diverse digital resources. This effort will bear watching as DALNET proceeds with its digital initiatives.

- Board Chair Jerry Bosler complimented Scott Muir on his "This Week of DALNET" email updates for members on recent developments at DALNET. Bosler also congratulated Muir for his appointment as DALNET Assistant Director, and extended belated congratulations to Duryea Callaway for her full-time appointment to the DALNET staff last year.

December 2001 Board Meeting Minutes

The Board approved the minutes of the December 2001 meeting, with the following corrections:

- Steven Bowers' name spelling needs to be corrected.

- In most places, the Information Hub Development Committee's correct initialism – IHDC -- needs to be substituted for "ICHD."

Present

Jerry Bosler, Chair	Macomb Community College
Steven Bowers	Rochester College
Nancy Bulgarelli	Beaumont Hospital
Marilyn Dow	Detroit Medical Center
Cathy Eames	Children's Hospital
James Flaherty	Wayne County Community College District
David Murphy	Walsh College
Leo Papa	University of Detroit Mercy (representing Margaret Auer)
Nancy Skowronski	Detroit Public Library
Karen Tubolino	Department of Veterans Affairs Medical Center
Jill Van Buskirk	Mount Clemens General Hospital
Frank White	Marygrove College
Sandra Yee	Wayne State University

DALNET

Duryea Callaway
Robert Harris
Elaine Hendriks
Scott Muir
Michael Piper

Next Board meeting

The next DALNET Board meeting will be from 1-4 PM on Monday, 25 February at the Wayne County Community College District, Board of Trustees Room, 5th Floor Administrative Building, 801 West Fort Street, Detroit.

Minutes submitted by: Michael C. Piper, 15 February 2002