

**DALNET Board of Directors  
Meeting Minutes  
Monday, 24 June 2002  
Walsh College, Novi**

**Representatives from *epixtech* describe DigitaLink for the DALNET Board**

Two *epixtech* representatives, Bill Easton and Kirk Porritt, briefed the Board on DigitaLink, which the ILS vendor describes as “a comprehensive digital library solution.” DigitaLink incorporates a suite of software tools to create, store, search and retrieve digital content. DigitaLink features include:

- A meta searching product that afford users with a single search for both print and digital content, with adaptive pattern recognition and semantic expansion searches.
- A Web editor, which makes digital content visible during the cataloging process, and which enables catalogers to easily create and update Dublin Core fields.
- Document scanning, digitization and data migration, to translate into a digital format documents, microfiche, microfilm, photos, manuscripts and oversized materials. These services are made possible by a partnership with Progressive Technology Federal Systems (PTFS) of Bethesda, Maryland. According to Kirk Porritt, *epixtech*'s DigitaLink Product Manager, PTFS is a leading systems integration company that specializes in digital asset management and digitization services for government, commercial and academic clients.

Although DigitaLink does not support Open URL, it will integrate with Open URL servers from other vendors. DigitaLink beta testing will began in July at DALNET and in the Merrimack Valley Library Consortium in Massachusetts, and the product is slated for release this summer. Porritt indicated that DigitaLink pricing is still under development.

Bill Easton said *epixtech* is developing a Horizon enhancement that will support reciprocal borrowing. This enhancement, which will soon undergo Beta testing, will be predicated on reciprocal borrowing agreements among participating libraries. It will require Horizon 7.2, and will be compliant with the National Circulation Interchange Protocol (NCIP) from NISO, the National Information Standards Organization.

**Board approves Finance Committee recommendations**

Upon the Finance Committee's recommendation, the Board approved the following actions:

- 1) **Payment of *epixtech* invoices.** The Board approved the following payment to *epixtech*:

Horizon software Groups 3-5, at \$23,175 per group	\$ 69,526
URSA software for the MiLE Project	<u>145,000</u>
Total of invoices approved for payment	\$ 214,526

The \$145,000 price for the Universal Resource Sharing Application (URSA) is based on the contract amount for RSS (Resource Sharing System). URSA supercedes RSS.

Once DALNET pays *epitech* \$145,000 for URSA, *epix* will credit DALNET \$46,000. This credit is for the difference between the \$145,000 purchase price quoted in the contract with *epitech*, and the \$99,000 being credited to MiLE. DALNET may use this \$46,000 credit toward the purchase of *epitech*-developed products, software, or third-party products sold by *epix*. DALNET must use the credit within two years of the date when the credit is first issued.

- 2) **Using part of the *epitech* credit to load the URSA software on the MiLE server.** In response to a request from Eileen Palmer and Louise Bugg, the Board authorized applying up to \$4,500 of the *epitech* credit toward the costs of having *epix* install the URSA software on the new MiLE server at the Library Network.
- 3) **Exit strategy for DPS Professional Library.** Per the Finance Committee's recommendation, the Board authorized Michael Piper to draft a letter advising the Detroit Public Schools that since the DPS Professional Library has been dissolved, and since DPS has not replied to attempts to reach them, DALNET will consider DPS to have withdrawn from DALNET, unless we hear otherwise from DPS within 30 business days. Michael Piper will draft a letter with the Committee. This letter will go out over DALNET President Sandra Yee's signature.

### **DALNET Board discusses committee roles and responsibilities**

In May, the DALNET Board approved a recommendation from the Planning Team to expand the Executive Committee to include the five at-large representatives in the current Budget/Finance Committee. The Finance Committee asked for guidance from the Board on its preferred roles and responsibilities for the Executive Committee.

Using results of the Board's discussion of these issues, Michael Piper will work with the Budget/Finance Committee and the Planning Team to prepare recommendations on these issues for upcoming Board meetings.

### **Board approves revised minutes for May 2002 meeting**

Upon a motion by Margaret Auer, seconded by Randolph Call, the Board approved minutes for the May 2002 Board meeting, revising the first section to read as follows:

#### **DALNET Board revises Bylaws to expand Executive Committee membership**

In April, the Board asked the DALNET Planning Team to develop a proposal for merging the Executive Committee, which is in the DALNET bylaws, with the Budget and Finance Committee, which has taken on the role of an Executive Committee, but which is not in the Bylaws.

At the May meeting, the Planning Team presented its proposal for effecting this change. After discussion, per the Planning Team's recommendation, the Board approved the following actions:

- 1) Expand the Executive Committee to include the Officers of the Board, the Corporate Officers, and five at-large members. To ensure that the Executive Committee always includes a representative from DPL, the at-large members will include a representative from the Detroit Public Library, if none of the Officers of the Board are from DPL.
- 2) Commencing each October first, the Executive Committee's at-large representatives shall be elected to 3-year terms. Initially, after this fall's election, at-large members will draw straws for 1, 2 and 3-year terms, to avoid having the terms of all five at-large members end simultaneously.
- 3) Revise the DALNET Bylaws, Article V, Section 5 – Executive Committee, as follows: “The Executive Committee of the Board shall be composed of the Officers of the Board, the Corporate Officers, and five at-large members. To ensure that the Executive Committee always includes a representative from the Detroit Public Library, the at-large members will include a representative from DPL, if none of the Officers of the Board are from DPL. At-large members will serve 3-year renewable terms, commencing October first.”

### **Bowers joins New Member Policy Group**

Board Chair Jerry Bosler said he has appointed Steven Bowers to the New Member Policy Group. Bowers will begin working with the group immediately to prepare recommendations for action at an upcoming DALNET Board meeting.

### **Next meeting: 22 July at Wayne State University**

The next DALNET Board of Directors meeting will be on Monday, 22 July, from 1 – 4 PM in the Community Room, Undergraduate Library, Wayne State University. Details will follow.

## **DALNET Board members present**

Deborah Adams	Botsford Hospital
Margaret Auer	University of Detroit Mercy
Jerry Bosler	Macomb Community College
Steven Bowers	Rochester College
Nancy Bulgarelli	William Beaumont Hospital
Randolph Call	Detroit Public Library (for Nancy Skowronski)
Marilyn Dow	Detroit Medical Center
Phyllis Jose	Oakland County Law Library
David Murphy	Walsh College
Mary Ann Sheble	Oakland Community College
Karen Tubolino	Department of Veterans Affairs Medical Center
Frank White	Marygrove College
Sandra Yee	Wayne State University

## **Guests**

Bill Easton	<i>epixtech, inc.</i>
Kirk Porritt	<i>epixtech, inc.</i>
Ann Walaskay	Oakland Community College

## **DALNET staff**

Duryea Callaway  
Robert Harris  
Elaine Hendriks  
Scott Muir  
Michael Piper

*Draft meeting minutes submitted 5 July 2002 by Michael Piper. Revised: XX July 2002.  
Approved by DALNET Board: XX July 2002*