DALNET Board of Directors
Meeting Minutes
Monday, 23 September 2002
Macomb Community College, South Campus Library

DALNET Board approves Executive Committee charge and assignments

In May, the DALNET Board agreed to expand the Executive Committee to include the five at-large representatives on the current Budget and Finance Committee. In June, the Board discussed the Executive Committee's roles and responsibilities, addressing questions from the Finance Committee. After considering the Board's responses to these questions, the Finance Committee returned to the Board with a proposed charge for the Executive Committee.

Upon a motion by Phyllis Jose, seconded by Sandra Yee, the Board approved the following charge for the Executive Committee, which will commence on 1 October 2002:

Executive Committee Charge

In collaboration with the DALNET Board of Directors, the Executive Committee will be responsible for:

- Budget development and review
- Strategic initiatives and goal-setting
- Periodically reviewing the DALNET Bylaws
- Membership issues
- Policy recommendations
- Vendor-related contractual issues
- Advising the DALNET President on the Director's annual performance review
- Participating in the process of recruiting a new Director, when and if this becomes necessary.

The Executive Committee will be authorized to act on the Board's behalf between meetings, with the understanding that Executive Committee actions between DALNET Board meetings will be presented for ratification at the next DALNET Board meeting.

Executive Committee Membership

The Executive Committee shall include the DALNET Board's President, Treasurer, Chair, Vice-Chair, Secretary 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 the Detroit Public Library, if none of the Board Officers are from DPL.

Commencing each October first, the Executive Committee's at-large representatives shall be elected to 3-year terms. Initially, after the September 2002 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.

Annual Board review of Executive Committee assignments

The DALNET Board will review the Executive Committee's activities and make new assignments as needed.

Executive Committee: Proposed 2003 assignments

- Prepare the proposed FY 2004-2005 DALNET budget for presentation at the October 2002 DALNET Board of Directors meeting.

- Review the DALNET cost allocation formula for current members, and present findings and recommendations at a future DALNET Board meeting, to be determined.

- Review the DALNET Bylaws and present findings and recommendations at a future DALNET Board meeting, to be determined.

- In collaboration with the DALNET President and with the Director, implement a 360-degree performance appraisal for the DALNET Director by 30 April 2003, resulting in a process that incorporates input from the DALNET Board and staff into the Director's performance appraisal.

- Assume a leadership role in developing a DALNET strategic plan by 30 April 2003, including a vision for moving DALNET to the next generation of ILS.

Board elects officers and Executive Committee at-large members

The Board elected the following officers for 1 October 2002 through 30 September 2003:

- Chair: Jerry Bosler, Macomb Community College
- Vice-Chair: Patricia Orr, Henry Ford Museum Greenfield Village
- Secretary: Steven Bowers, Rochester College

Next, the Board elected the following members for the Executive Committee's at-large positions:

- Margaret Auer, University of Detroit Mercy
- Nancy Bulgarelli, William Beaumont Hospital Library
- James Flaherty, Wayne County Community College District
- Nancy Skowronski, Detroit Public Library
- Karen Tubolino, Department of Veterans Affairs Medical Center

Board ratifies charges for Project Managers and E-Resources and Technology Committees

In July, the Board approved the Planning Team's recommendations for revised DALNET committee structure. Then, in consultation with the Project Managers and the Information Hub Development Committee, the Planning Team proposed charges for the Project Managers and two new groups, the Electronic Resources and the Technology Committees.

Upon a motion by Mary Ann Sheble, seconded by Nancy Skowronski, the Board revised the proposed charge statements and then approved them. These approved charges are attached.

Board prepares for strategic planning effort

Upon a motion by Phyllis Jose, seconded by David Murphy, the Board authorized the Planning Team to begin preparations for a 2-day DALNET planning retreat, to be held on 2-3 December 2002. Two Board members abstained. This participatory, inclusive and democratic planning approach is intended to:

- Lead to a plan that engenders a sense of shared ownership among members, who jointly participate in the plan's implementation. This plan which will be written after the retreat and released by 30 April 2003, will include a vision for the next generation of DALNET's integrated library system.

- Be easily replicable. In subsequent years, DALNET should be able to regularly update our plan, via a process we manage ourselves.

Next, the Planning Team will begin working with the vendor, Schreiber Shannon Associates (SSA), to plan the retreat. SSA is familiar with DALNET, having provided the consulting skills workshop for DALNET staff earlier this year. Originators of the Snowbird Library Leadership Institute, Schreiber Shannon Associates has worked with state libraries and consortia across the US. For more on SSA, please see http://home.flash.net/~jonbeck/index.html. Estimated costs will be about the same as last year's retreat -- around $10,000.

The Board asked staff to provide additional information at the October meeting on the planning model to be used during the retreat. Before the retreat, staff will provide a "white paper" report on ILS trends and their implications for DALNET. Steven Bowers, Mary Ann Sheble and Sandra Yee also agreed to provide the Board with background on recent studies of information seeking behavior such as the recent report by the Pew Research Center on student use of the Internet.

Executive Committee will present 2003-2004 budget at October meeting

After reviewing preliminary figures for the FY 2003-04 DALNET budget, the Finance Committee asked staff to prepare revised figures. After reviewing these revised numbers, the Executive Committee will offer the recommended 2003-04 budget for approval at October Board meeting.

Board will meet with *epixtech* CEO and other officials in October

DALNET has received preliminary confirmation that Jack Blount, the new Chief Executive of *epixtech*¸ DALNET's integrated library system provider, will attend the Board's 28 October meeting. Stacy Betts, the *epixtech* account manager now assigned to DALNET, will also attend that meeting, along with Ty Brown, *epixtech*'s Vice President of Operations.

Board approves August meeting minutes

Upon a motion by Nancy Skowronski, seconded by Sandra Yee, the Board approved the minutes for the August Board meeting, as presented. These minutes are posted in the "Services to Members" section on the DALNET Web site.

Next DALNET Board meeting: 28 October 2002, at Walsh College, Novi campus

The next DALNET Board of Directors meeting will be on Monday, 28 October, from 1 – 4 PM at Walsh College in Novi. Details will follow.

DALNET Board members present

Jerry Bosler	Macomb Community College
Steven Bowers	Rochester College
Marilyn Dow	Detroit Medical Center
James Flaherty	Wayne County Community College District
Phyllis Jose	Oakland County Law Library (for Phyllis Jose)
George Libbey	University of Detroit Mercy (for Margaret Auer)
David Murphy	Walsh College
Mary Ann Sheble	Oakland Community College
Nancy Skowronski	Detroit Public Library
Karen Tubolino	Department of Veterans Affairs Medical Center
Frank White	Marygrove College
Sandra Yee	Wayne State University

DALNET staff

Robert Harris
Elaine Hendriks
Scott Muir
Michael Piper

Draft meeting minutes submitted 2 October 2002 by Elaine Hendriks and Michael Piper.
Approved by DALNET Board: 28 October 2002.

Charge Statement: DALNET Project Managers
(Approved at September 2002 DALNET Board meeting)

Scope

Project Managers will serve as a representative forum for DALNET, advising the Board on projects and initiatives, within the context of consortium goals and objectives and each member institution's needs and capabilities. Project Managers will lead assessments of the suitability and viability of such projects, including proposed project budgets, staffing requirements, timelines and standards, supported by analysis provided by DALNET Committees, Task Forces, and DALNET Staff.

Charge

- Assess needs and develop strategies and procedures for sharing information required to implement DALNET projects with their member library staff

- Provide leadership for development of the DALNET Integrated Library System, digital library and other technology initiatives, including oversight for their implementation

- Facilitate communication and collaboration between DALNET committees, task forces working groups and DALNET Staff, as needed, to assist them in affectively executing their charges

- Coordinate and provide a member base for standing committees, task forces and working groups involved in needs assessment, research, drafting of technical policies and procedures for projects and initiatives

- Establish informal discussion groups, such as circulation and serials control, to improve communications, support collaboration and provide professional development opportunities for staff at member libraries

- Assess and develop strategies and procedures for collaborating with DALNET Staff in order to facilitate informed decision making, for example:
    - Recommend goals, objectives and priorities for ILS, technical initiatives and policies
    - Set priorities and monitor technical projects and initiatives, including the identification of problems and issues, problem resolution, and evaluation
    - Plan project budgets, schedules and timelines, and make recommendations for project implementation
    - Review project plans, reports and communiqués in order to advise DALNET staff of implications for member institutions and to advise and update staff at the each institution

- Design, coordinate and evaluate education opportunities for DALNET members

- Participate in periodic reviews of DALNET services such as the integrated library system.

- Research potential grant opportunities, in collaboration with DALNET staff with other committees, as appropriate.

- Facilitate establishment and dissemination of effective practices among DALNET members, and production of annual reports of progress

Charge Statement: DALNET Project Managers
(Approved at September 2002 DALNET Board meeting)

Projects

2002-2003 Projects include: 1) Horizon ILS Upgrades, 2) iPac Implementation, 3) Federated Searching Gateway, 4) Digitization Projects, 5) DLXS and DigitaLink Beta Testing, 6) Footprints Problem Tracking System, and 7) Resource Sharing

Other Research Activities Include: 1) Digital Libraries, 2) User Interfaces for iPac, Children's iPac and Federated Search Gateway 3) Electronic Resource Collection Development, 4) Peer-Reviewed Web Tools, e.g., MEL, Infomine and Connexion, and 5) Peer-to-Peer Tools for improved communication, on-line collaboration, workflows, and knowledge management.

Membership

Current members as outlined in DALNET Bylaws:

Deborah Adams
Crystal Agnew
Bruce Bett
Steven Bowers
Mary Carr
Michele Campbell
Rex Dotson
Marilyn Dow
Daria Drobny
Mary Jo Durivage
Cathy Eames
Joan Emahiser
Melanie Emerson
James Flaherty
George Libbey
Adriene Lim
Kathleen McPeak
Scott Muir, Chairperson
Cherrie Mudloff
David Murphy
Patricia Orr
Mary Ann Sheble
Dianne Zyskowski

2002-09-24, S. Muir and L. Papa

Charge Statement: DALNET Electronic Resources Committee
(Approved at September 2002 DALNET Board meeting)

Scope

The Electronic Resources Committee investigates new forms of electronic information services that can be delivered to members anytime and anywhere through DALNET. In conjunction with DALNET Staff, the committee will analyze requirements for the creation, enhancement, maintenance, and user support of electronic resources, such as digital library collections, electronic reference services, distance education, collaborative communications, as well as access to online database and other subscriptions information. The Committee will research standards and best practices for developing and maintaining such resources, as well as methods for integrating diverse resources into a user-friendly DALNET gateway. A member of the DALNET Staff shall chair the committee.

Charge

- Conduct periodic assessments of the information needs of DALNET members, and of DALNET services such as the integrated library system

- Advise the Project Managers about the development of electronic collections and reference services that can be delivered or facilitated through the DALNET Web Site

- Using explicit criteria, assess products available to develop digital collections and to deliver electronic reference services, and recommend further research, testing and evaluation of those which appear most promising to the DALNET Technology Advisory Committee

- Advise the DALNET Project Managers on staffing, and policy issues related to the development and implementation of electronic resource initiatives

- Establish working groups and task forces with specific charges and short-term timelines (e.g., under six months) as needed to fulfill the Committee's goals and objectives.

- Facilitate communication and collaboration between all DALNET committees, task forces, working groups and DALNET Staff involved in the assessment, development and delivery of electronic resources and related technologies

- Design coordinate and evaluate education opportunities related to the development of electronic resources, digital library initiatives and electronic reference services

- Facilitate and encourage initiatives associated with the creation of electronic resource and digital library initiatives among DALNET members

- Provide oversight and support for DALNET digitization projects

- Research potential grant opportunities, in collaboration with DALNET staff with other committees, as appropriate.

- Facilitate establishment and dissemination of effective practices among DALNET members, with respect to electronic resource initiatives, including the production of relevant reports of progress.

Charge Statement: DALNET Electronic Resources Committee
(Approved at September 2002 DALNET Board meeting)

Projects

2002-2003 Projects include: 1) Digitization Projects 2) DLXS and DigitaLink Beta Testing, 3) Electronic Resource Collection Development, 4) Federated Searching (Gateway), and 5) Resource Sharing

Other Research Activities Include: 1) Digital Libraries, 2) User Interfaces for iPac, Children's iPac and Federated Search Gateway, and 3) Peer-Reviewed Web Tools, e.g., MEL, Infomine and Connexion

Membership

FY 2002-2003 membership shall include current IHDC Members (listed below), however, additional members may be added to the Committee. At their first meeting, members will draw straws for 1, 2 and 3-year terms, to avoid having the terms of all five at-large members end simultaneously.

Dee Callaway, Chairperson
Cheri Gay
George Libbey
Sandra Martin
Karen Tubolino
Ann Walaskay
Jackie Wrosch

2002-09-24, S. Muir and L. Papa

Charge Statement: DALNET Technology Advisory Committee
(Approved at September 2002 DALNET Board meeting)

Scope

The Technology Advisory Committee investigates technologies with current and future application to DALNET goals, objectives, initiatives and projects, including their integration with Horizon and the Gateway. The charge of this group is broader than the technical needs of an integrated library system, or specific digital initiatives; it includes investigation of tools for communications, online collaboration, workflows, and knowledge management. In conjunction with DALNET Staff, the committee will provide leadership in the assessment of a wide range of new technologies, and will engage in evaluation and testing of all technologies that are implemented within DALNET. A member of the DALNET Staff shall chair the Committee.

Charge

- Evaluate technologies and products related to DALNET projects and initiatives

- Recommend strategies and advise the DALNET Project Managers on technical staff, as well as technical policies and issues, associated with new initiatives

- Facilitate communication and collaboration between DALNET committees, task forces, working groups and DALNET Staff involved in the evaluation and implementation of projects and initiatives requiring technology

- Establish working groups and task forces, with specific charges and short-term timelines (e.g. under six months) as needed to fulfill the Committees technology advisory role.

- Design, coordinate and evaluate education opportunities to keep members informed about, and to develop expertise in, technologies relevant to DALNET goals, objectives, projects and initiatives.

- Conduct periodic assessments of member technology needs and make recommendations to facilitate and encourage the use of technologies to improve communication among, and increase quality and efficiency of collaboration between, DALNET members

- Facilitate establishment and dissemination of effective practices among DALNET members, with respect to the appropriate use of technology, including facilitation of regular reports of progress. Research potential grant opportunities, in collaboration with DALNET staff with other committees, as appropriate.

Charge Statement: DALNET Technology Advisory Committee
(Approved at September 2002 DALNET Board meeting)

Projects

2002-2003 Projects include: 1) Horizon Upgrade, 2) iPac Implementation, 3) DLXS and DigitaLink Beta Test, 4) Digitization Projects, 5 Federated Searching (Gateway) and, 6) Footprints Problem Tracking System

Other Research Activities include: 1) Digital Libraries, 2) Peer-to-Peer Tools for improved communication, on-line collaboration, workflows, and knowledge management, 3) Peer-Reviewed Web Tools, e.g., MEL, Infomine and Connexion, and 4) Resource Sharing

Membership

Initial members of the Committee are listed below, however, additional members may be added. At their first meeting, members will draw straws for 1, 2 and 3-year terms, to avoid having the terms of all five at-large members end simultaneously.

Bruce Bett
Shengfan Chen
Jim Flaherty
George Marck
Leo Papa, Chairperson
Mary Ann Sheble
Jackie Wrosch
Jeff Zachwieja

2002-09-24, S. Muir and L. Papa