

**IHDC Meeting  
Minutes  
June 6, 2001**

**Present:**

G. Libbey; A. Walasky; K. Tubolino; W. Cromwell-Kessler; S. Muir; D. Callaway

- The minutes of May 9, 2001 were approved.
- Items from DALNET Board
  - K. Tubolino presented the IHDC proposed evaluation criteria and project plan outline, to the DALNET Board (05/21/01). There was Board consensus requesting that full documentation be placed on file and be included as a document in the members only section of the DALNET website. The Board also requested clarification of their role in the total process of Hub project development.

Discussion was held regarding the next steps the committee should take to fully implement the Board's request for a complete on file document. It was agreed that the document is task neutral.

Other suggestions included:

- Edit the survey document
  - Add citations to the main document
  - Include the evaluation criteria and the follow-up questions
  - Create a step-by-step outline of the total process
  - Develop an Executive Summary of the project plan that includes the purpose of the document and a definition of the Hub concept. – (K. Tubolino and S. Muir will draft.)
- D. Callaway volunteered to develop a mini-RFP for projects. This would allow for a format for project designers to fully outline their proposals and to outline the DALNET Hub Connection and to cost out meta-data standards.
  - Beginning late June, members of the committee will begin the follow-up interviews for the highest ranked proposed projects. DALNET staff will be consulted regarding the technical issues. Projects of DALNET member libraries VA and UDM will be the pilot agencies in this process.
  - Digital labs - The Legal Department of WSU has reported 4 options available to DALNET regarding the purchase of equipment. (See the Board minutes of 5/21/01). The Technical Committee (Sanders-DPL; Trzeciak-WSU; Papa-UDM) will meet and recommend the needed resources.
  - Health Hub Taskforce- HHT plans to demonstrate the Health Resource Calendar at the next Board meeting. Additional "tweaking" of some of the features is in process now. The taskforce will discuss and present a proposed marketing/pr

campaign for the site. The services of a DALNET Webmaster will still be needed when the site expands.

- **Hub Development-** WebFeat and University of Michigan have both announced software development related to operational and design issues that may impact Hub development. W. Cromwell-Kessler agreed to list and post the various vendors. Committee members will be responsible for reviewing the information for future discussion.
- **Announcements**
  - There will be several programs related to digitization and collaborative projects presented at ALA. Check programs for dates and times.
  - Next meeting – July 29<sup>th</sup> – UDM 1:30p.m.

Minutes taken by D. Callaway