

**DALNET Steering Committee
August 13, 2001
DPL – Rutzen Room
8:30-11:00**

Call to Order	8:30-8:45
Review of Agenda	
Minutes from previous meeting	
July 9, 2001 (Call)	
DALNET staffing and vacancies	
Visioning Retreat	8:45-10:00
Reactions to the retreat	
What are the SC possibly next steps?	
Are there things we can address now?	
BREAK	10:00-10:10
RPA Status	10:10- 10:40
Anticipated use at each of the libraries involved	
Connectivity problems	
Options for maintaining this service	
Horizon Updates	10:40-11:10
Implementation Timelines	
Release 6.0 Implementation	
iPAC	
Release 7.x and beyond	
Children's PAC	
Software interface document (review)	
Announcements	11:10-11:30
Mile Report	
Next meeting: September 10	
Location, includes Project Manager's meeting	
Minutes for July 9: Flaherty	
Future agenda items	
IHDC Update	
Distributed systems management	
Frame Relay report	
DALNET hardware	

**Draft Minutes
DALNET Steering Committee
August 13, 2001**

Present: R. Call, J. Emaheiser, J. Flaherty, A. Lim, S. Muir, L. Papa, M. Piper, M. Sheble

Minutes from July 9, 2001 approved.

Action: With Kerry Sanders of DPL having resigned his position there to form his own company, the Steering Committee requests a letter of thanks and commendation be sent to him from DALNET in appreciation of all his work for this consortium. Scott Muir will inform DALNET Director Michael Piper of this request.

DALNET STAFFING/VACANCIES:

Assistant Director – posted
Systems Librarian – Job description near completion
Secretary – interviews completed, candidate chosen, DALNET awaiting acceptance
Webmaster – job is open until filled; candidates have applied
Temporary Hire of Systems Librarian – Part-Time 3 days per week - Mare Wortman, currently Part-Time at Walsh

VISIONING RETREAT:

Scott Muir took notes of Steering Committee discussion and will make a readable compilation to be attached to the minutes. Michael Piper joined the SC in this discussion and indicated he wishes to soon have a review of all DALNET Committees.

RPA Status:

Need to know DALNET libraries' commitment to use this product because it would involve DALNET Systems time and talent. Each library needs to understand that for this product to work there needs to be a setup time, access to one's server, and knowledge of script writing. The MiLE project has made a three year commitment to URSA, so that may or may not impact DALNET library decisions.

Action: RPA Working Group will report to the Project Managers at September 10th meeting the status of RPA, results of current operations, who is so far committed, and give a brief demo of RPA.

Horizon Updates:

Implementation timelines:

Release 6.0 – Most libraries are in production

- The "chron" problem will persist, is complex to explain, but can be overcome using the online helps from A. Lim.
- "Font" problem: this is the only font which will work for all of 6.0; so it must not be changed

Action: Discuss options re: font at Project Managers' meeting; also indicate that two major fixes are still needing to be complete for 6.0, i.e. subfield v and normalization.

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Implementation Timelines (cont.):

iPAC – installation went well; Working Group informally led by A. Lim will look into various issues such as how broadcast searching will be done; no timetable for production implementation yet.

Action: iPAC Working Group, possibly using M. Piper's notes, will inform Project Managers at September 10th meeting of actions, issues, and give a brief demo.

Release 7.x and beyond – Since epixtech has already delivered 7.0 which has some of our contracted enhancements, technically epixtech could request payment; so we need to discuss our contract at the next Steering Committee meeting and decide how to handle these matters.

Action: In the future when DALNET has a proper test server, all releases will go on this server as soon as possible and long before implementation.

Children's PAC – epixtech has already incorporated this PAC in iPAC 2.0 though we cannot be sure how much of DALNET's input is being used.

Action: No matter if epixtech has gone ahead, DALNET must send epixtech three documents; 1) Needs statement and specifications, 2) Search Engine Task Force report, and 3) R. Ferrante's Market Requirements.

Software Interface Document (review): Steering Committee discussion indicated that the DALNET Board approved this document pending some changes. There were wording changes, but also a change reflecting the role of the Steering Committee in reviewing such interfaces.

Action: Steering Committee recommends to the DALNET Board this last revision and requests M. Piper discuss with the Board what role the SC needs to play here.

Announcements:

MiLE – sign-off on URSA product

Assessment Project – Since DPL and other libraries will not be able to participate, S. Muir should convey this to the Project Managers. The Steering Committee needs to reconsider its role of prioritizing results, but should possibly ask leaders of non-participating libraries to review results of assessments to indicate their opinions. All of this can then be collated by the Steering Committee.

Location for future Steering Committee Meetings will be at DPL Main on those alternate months when there is not a back-to-back meeting with the Project Managers. SC members will rotate providing refreshments. M. Sheble will provide October meeting refreshments.

Next Meeting: September 10th, UDM/McNichols Library, back-to-back with Project Manager meeting, Brown Bag Lunch optional

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