

11 February 2002

TO: DALNET BOARD

FROM: DALNET Planning Team

SUBJECT: DALNET New Member Policy Group

DESIRED ACTION: Approval of draft working group charge and membership at the 25 February 2002 DALNET Board meeting (Agenda item 4b)

The Planning Team believes DALNET needs a clear policy for incorporating new member libraries. Therefore, the Team recommends that the Board develop a policy concerning new members. This memo outlines the Planning Team's recommendations for developing such a policy.

**Recommendation: convene a group to draft a policy on new members**

The Planning Team recommends that the Board convene an ad hoc working group to develop a policy for incorporating new members. This "DALNET New Member Policy Group" would have the following charge:

Deliver a proposed new member recruitment policy by the June 2002 DALNET Board meeting. In developing this proposed policy, the group will address the technical, service, marketing and policy implications of adding new member libraries. Issues to be considered include:

- Does DALNET's current volume-based formula adequately reflect the costs of adding new members? *the Comm*
- How can DALNET write an impact statement for prospective members in terms of each prospect's financial, staffing, equipment and resource implications? *Comm with*
- Should DALNET assess what each prospective member might bring to the consortium, including factors such as each prospect's special contribution, the value of their collection, and the prospective member's impact on existing DALNET services?
- Can DALNET develop a set of criteria to be used for recruiting prospective members? What factors should play into decisions to approach prospects? *Committee*
- What is the best process for involving the DALNET Board throughout the new member recruitment process? At what point should the Board be notified that candidacy discussions are underway with a prospective member? *Finance Committee*

DALNET Board members are invited to suggest volunteers for this group. The Planning Team will submit suggested group members at the 25 February Board meeting. Working group support staff: Michael Piper, Scott Muir, Dee Callaway and Bob Harris

## **DALNET Planning Retreat Preps**

Here are issues we need to address in planning for the Board's planning retreat. Lou is interested in working with us, and asked that we schedule the session for June or July, as August will not work for her.

### **Issues the Planning Team need to address to prepare for the retreat**

Desired outcome?

Methodology?

Scope?

Agenda?

When?

Where?

Who to invite?

Preparatory material to send out before the session?

Are there other issues you'd like to include?

### **Possible topics to cover at the retreat**

We'll ask at Board meeting about topics to include on the retreat agenda. Some possibilities include:

Update vision, mission and values

Member feedback strategies to nourish the planning process

Annual DALNET planning calendar

New membership policy

Staffing/resources at DALNET office

MiLE Project implications

Should DALNET provide extra services at cost? What constitutes base-level services included in membership? What are added-cost premium services? What are some of the things included here?