

**DALNET Finance Committee
Wayne State University
Adamany Undergraduate Library
Meeting Agenda
May 16, 2001**

1. Call to Order
2. Approval of Minutes of March 14, 2001
3. Epixtech
 - a. Report on outstanding epixtech payments (Bob Harris)
 - b. DALNET / OWLS / SLC Grant Project
 - c. Proposed Payments: Enhancement 6.0, iPac, Ad Hoc Reports.

1. DALNET Available Funds Report (Bob Harris)
2. Equipment Upgrades Approved by the DALNET Board (Michael Piper)
3. Proposal from the Internet Hub Development Committee (Karen Tubolino)
 - a. Digital Project Agreement
 - b. Digital Project Equipment Reimbursement

1. Old Business
 - a. New Members
 - b. Ave Maria University
 - c. Archdioceses of Detroit High Schools
 - d. Detroit Public Schools / Professional Library
 - e. Rochester College

1. New Business
 - a. DALNET Retreat: proposal and allocation (Michael Piper)
 - b. DALNET Grants: allocations

1. Adjournment / New Meeting

**DALNET Finance Committee
Meeting Minutes
Wayne State University
Adamany Undergraduate Library
May 16, 2001**

Present: M. Auer, J. Bosler, N. Bulgarelli, S. Clemens; B. Harris, K. Tubolino; S. Yee
Guest: Michael Piper

1. Call to order; approval of Minutes.

The meeting was called to order at 9:15 p.m. The Minutes of March 14, 2001 were approved as corrected. As committee members reviewed the Minutes it was discussed that perhaps a different mechanism was needed to follow up with the high school libraries for Detroit Public Schools and the Archdioceses of Detroit. The idea is to create better contacts as well as an operative network in each of the two groups. Dee Callaway will be consulted.

2. Epixtech

a. Report on outstanding epixtech payments.

B. Harris distributed a handout entitled, "DALNET/epixtech Agreement Payment Status as of 4/19/01". DALNET payments to epixtech were delineated including unpaid amounts and holdback amounts.

B. Harris reported that DALNET has paid epixtech \$24,850 for the database software and trailing blanks fix upon receiving an accurate invoice. However, DALNET has not paid epixtech \$26,486 for Horizon Software – UDM – 8% of \$348,500. The Finance Committee had approved these payments and recommended them to the Board.

The UDM payment has not been paid since outstanding credits need to be applied by epixtech to DALNET's bill. Epixtech has acknowledged that DALNET or WSU have credits, however, further clarification is required and an agreement must be made on the application of outstanding credits. Based on the suggested breakdown of payment for outstanding fixes, in order for epixtech to be paid --

- 1) DALNET needs to sign off on the completion of each element or fix and
- 2) DALNET needs to be in receipt of an accurate invoice.

To proceed on the outstanding payment issue it was recommended that DALNET get a response from epixtech management.

a. DALNET / OWLS / SLC Grant Project

Bosler reported on the DALNET / OWLS / SLC Grant Project. The project is now called the MiLE Project; the acronym means Michigan Library Exchange. The Grant Steering Committee organized a demo to display and discuss a request for a proposal from vendors. Two vendors responded and qualified for

consideration: epixtech and Fretwell-Downing. The demos were held on May 1-2. Reports were distributed with the findings of the participants. The Steering Committee is in a quandary because the results were evenly matched although each product had distinct strong and weak points.

DALNET has a number of issues to address:

- Does DALNET have to go with the epixtech product for contractual reasons?
- What if the Steering Committee decides to implement the Fretwell – Downing product?
- Can the grant participants afford to run two systems i.e. epixtech – URISA for DALNET and Fretwell-Downing for the rest of the participants?
- Can DALNET get out of its contract with epixtech for RSS?
- Will epixtech devote time to a merger of RSS into URISA?

c. Proposed Payments: Enhancements 6.0, iPac, Ad Hoc Reports

Proposed Payments for Horizon enhancements 6.0 and iPac were not considered since they had not been implemented. Consideration for payment may be appropriate in August or September depending on successful implementation. Payment for Ad Hoc Reports was left for a discussion at a latter time.

3. DALNET Available Funds Report

It was noted that DALNET has money set aside in an equipment reserve as well as in the operating account. However, DALNET has unpaid invoices from a number of members which must be subtracted from the equipment reserve account. This will require clarification and additional consideration if not follow-up. Expenses for the MiLE Grant Project were considered. DALNET available funds through 4/30/01 were reviewed.

4. Equipment Upgrades Approved by DALNET Board

M. Piper indicated appreciation to the DALNET Board for allocating funding for server equipment upgrades. The DALNET Systems Office is recommending two additional servers. There has been an effort to prioritize needs and to maximize the use of the funds available. It was proposed that a consultant (Intelligent Connections) be engaged to confirm the recommendations being considered. The proposed architecture needs to be considered by an outside expert. The DALNET Systems Office is looking to buy the upgraded equipment in the immediate future. Finance Committee members received this information and made no objection to the proposal.

5. Internet Hub Development Committee / Digital Lab Project Agreement

a. Procedure

The procedure and the financial reimbursement to the libraries participating in the Digital Project Agreement require clarity. The DALNET Digital Laboratory Agreement was reviewed. Some changes were recommended. K. Tubolino will follow-up.

The method of payment / reimbursement for the digital laboratory equipment could be:

- i. WSU can directly purchase the equipment and transfer title to the other institutions, i.e. DPL or UDM. (source cited: WSU Director of Purchasing).
- ii. The equipment can be purchased directly by the user institution so as to have title immediately vest with the participating institution. WSU can then reimburse. It is possible to provide a prepayment for a substantial amount (50%) at the time the contract is issued, with the balance paid when the invoice is submitted showing payment. Further, it is possible for the user institution to receive a credit on their DALNET bill as a form of reimbursement should they purchase the equipment (source cited: WSU VP Fiscal Operations).

Bob Harris will follow-up.

b. Laboratory Agreement: Equipment Specifications

It was noted that the DALNET Digital Laboratory Agreement provides that the participating institutions will collaborate on the specifications for the equipment purchased for the labs. While different labs might perform different functions which require diverse equipment, it is in the interest of DALNET to standardized the digitization equipment as much as possible. The implementing institutions will forward specifications to the IDHC for Committee coordination. The IDHC will work with the DALNET Systems Office to review the specifications with the intent to maximize the impact of the equipment and to allow the equipment to interface to the extent possible and beneficial.

c. Information Hub Project Plan

The Information Hub Project Plan was also considered. An initial screening and an evaluation of proposed projects has been undertaken. Seven projects have been chosen out of a possible nineteen suggested. Interviews with the project leads will be conducted to further evaluate and to discuss project implementation. The Committee is hoping to provide six new digital databases by year end. At the least it is hoped to integrate UDM digital projects, getting at least 3 projects up in the next six months.

d. DALNET Grants: Allocations

A proposal was made to use the remaining \$50,000 of the Ameritech Grant to pay for digital database implementation. The purpose is to inject funding to move the projects within an immediate timetable. Objectives to be accomplished in adopting this strategy:

- 1) to populate the information hub with new knowledge / new digital databases.
- 2) to spend down the remaining funds in the Ameritech Grant.

Committee members agreed with the strategy but were careful to advise that the DALNET staff needs to make sure that these kind of expenditures are allowable under the terms of the Grant. Upon discussion and review there was consensus that use of the funds had been already approved by an agreement with Grant representatives.

A process was outlined with suggestions and conditions:

- IDHC will set up guidelines for digital project implementation consideration and implementation. The process will be outlined and communicated to DALNET members.
- The issue of DALNET resources will be considered.
- Funding money may be allocated by DALNET based on an approval process.
- Stipulations will retain approval control in regard to project approval.
- Funding must go to a library not an individual.
- It must be clear that the funding goes to a DALNET member as a participant of the project not a non-member collaborator nor an outside institution or partner.
- There is a need for an overseer who will be responsible for the project
- An interview is necessary to determine what kind of staff support, technical support and equipment support is necessary.
- A presentation may be required on each proposal.

The Committee agreed on using \$45,000 of the Ameritech Grant funds to be allocated as mini-grants to fund digitization projects. The remaining \$5,000 will be used to fund DALNET outreach projects mentioned in the original grant. Mini-grants will be allocated on a case by case basis. The goal is not to impose an arbitrary formula such as equally splinting the money among seven projects. Not every project will cost the same. The money will be provided to defray expenses not necessarily to cover the entire cost. The individual circumstances will be weighed along with the perceived value of the project. Proposers will be asked to submit a budget. Approval of mini-grant funding of digitization projects will be based on the recommendation of the IDHC and information documented from the interviews.

A demo of the new Health Calendar database may be provided at the next Board meeting.

6. Old Business

a. New Members

Marketing to new members was considered. Ave Maria University should be given a follow-up call by the Outreach Coordinator. A contact call should be made to Sister Fran of the Archdioceses of Detroit High Schools. The Superintendent of Detroit Public Schools should be contacted about the status of the Detroit Public Schools Professional Library. Rochester College requires a follow-up to cover outstanding questions. A visit is planned for July.

7. New Business

a. DALNET Retreat

M. Piper reviewed planning for a DALNET Retreat to be held on July 23, 2001. There was agreement that DALNET members need to look at the organizational structure i.e. committees, task forces and staffing. The communication structure must also be reviewed. The question must be asked: How can DALNET serve its members more effectively. Lue Wetherby has been recruited to come back to perform as a consultant for this project to follow-up on the original DALNET retreat of some years ago. The intent is to build on the work already accomplished. However, it is now time to go to the next generation of DALNET, reviewing the vision, mission, goals and values of the organization. There are now statewide initiatives, new electronic services and new technologies to be considered.

M. Piper will coordinate planning, creating a process approach, looking at system / organizational capabilities and expected outcomes. Epixtech will be invited to attend the June Board meeting to review Horizon enhancements. Funding the retreat was considered. There was consensus that an off site, conference center venue was preferable. Funding will be recommended to the DALNET Board for a consultant and a site location not to exceed a cost of \$10,000.

b. Procedural Question on Committees

The question was asked about the authority to create committees, task forces, and sub-committees. Committees, Task Forces and the member assignments must be approved by Board. It is expected that the Board by its approval process will be kept apprised of the change in membership of committee and task force assignments. Sub-committees or working groups can be created and staffed by committees and task forces.

8. Adjournment

The meeting adjourned at 12:00 p.m. The next meeting was not set.