

**Project Manager's Meeting
May 7, 2001
Macomb Community College Library
Room J221
1:00-4:00**

Review Agenda	1:00-1:05
Horizon and <i>epixtech</i>	1:05-2:35
Horizon 6.0 Upgrades (Lim and Evans)	
Horizon 6.0 Implementation plans (Muir)	
Testing (Marck, Muir)	
IPAC status and implementation plans (Muir)	
WebPAC access: templates, cfm files, etc. (Marck)	
DALNET meeting with <i>epixtech</i> (Piper)	
<i>epixtech</i> commitments to DALNET (Piper)	
DALNET Enhancements (Muir)	
Break	2:35-2:50
DALNET Web Site Committee	2:50-3:20
DALNET visioning retreat	3:20-3:50
What would project managers see as outcomes?	
Announcements:	3:50-4:00
Next Meeting: July 2, host site	
LSTA	
Future Meeting Items:	
Infomine Program update (Papa)	
CORC Program update (Sheble)	
Media Booking (Bett)	
IHDC Plan	
Health Hub Calendar	

DALNET PROJECT MANAGERS' MEETING
Macomb Community College Library
May 7, 2001, 1:00-4:00 p.m.

MINUTES

Present: D. Adams (Botsford Hospital), C. Agnew (Marygrove College), M. Barash (WSU/DALNET), B. Bett (Macomb Community College), D. Callaway (WSU/DALNET), M. Dow (Hutzel Hospital), M. Durivage (VA), C. Eames (Children's Hospital), J. Emahiser (Beaumont Hospital), A. Evans (WSU/DALNET), J. Flaherty (WCCCD), A. Lim (WSU/DALNET), E. Lindley (Oakland County Law Library), G. Marck (DALNET), R. McKenzie (DPL), S. Muir (DALNET), D. Murphy (Walsh College), L. Papa (U of D Mercy), M. Piper (DALNET), K. Sanders (DPL), , M. Sheble (OCC).

Introductions – The members introduced themselves and welcomed R.McKenzie, a new librarian/Web developer at DPL, to today's meeting.

Review of agenda – Agenda approved with no changes.

Minutes for March 5, 2001 Meeting – Minutes for last meeting were distributed to attendees.

Horizon and *epixtech* –

- ◆ **Horizon 6.0 Upgrades** – A. Evans distributed screenshots of the new 6.0 logon screen and Windows-tree-style Menu Manager, and discussed other new 6.0 general features, such as Windows-like toolbars and status bars on some of the modules. A. Evans asked if the group thought these cosmetic changes were major enough to require overview sessions for members. M. Sheble and a few other members voiced support for this. Both A. Lim and A. Evans will probably first assess how many people might attend such sessions via a survey of PMs on DALNETPM, after PMs have had a chance to test 6.0. A. Lim distributed her testing scripts for Acquisitions, System Administration, and Cataloging modules, and a handout of new Passkey features and views. She noted that a new version of the MARCIN utility must be used in 6.0, and that server names are being truncated in the pull-down menu of the logon screen, but other than these two items, no other major difficulties had been encountered yet in testing. Testing scripts for Circulation and Serials will be distributed electronically by A. Evans on the DHMT e-list.
- ◆ **Summary of 6.0 implementation plans** distributed by S. Muir. (See handout distributed at meeting.) WSUTEST already upgraded by G. Marck. Downtime for upgrades aimed between Saturday nights and Sundays at 1:00 p.m. G. Marck will try to accommodate member choices for upgrades, up to groups of five at a time. If libraries finish testing early, then can move to production early. Small libraries' representatives mentioned that they might be open to having upgrades completed during weekdays. OCC and Walsh mentioned that they have reduced hours during the summer. Members are to post DHMT messages regarding their readiness for testing and moving to production with 6.0. July 30, 2001 is target date to have all 6.0 upgrades completed in production. Both S. Muir and G. Marck emphasized the need for thorough testing. In response to a question from M. Sheble, DALNET staff confirmed that modifications to test databases during upgrade testing do not get transferred into production, but have to be re-keyed.
- ◆ **IPAC Update** – *epixtech* will be sending a technical advisor to our site to help us install multiple instances of iPAC. G. Marck described ease of template editing, and reminded members that CFM files are no longer needed with iPAC. In response to a question from J.

Emahiser, DALNET staff responded that assistance with iPAC configuration will be part of the DALNET Web Developer's duties.

- ◆ WebPAC, access to templates, etc. – G. Marck advised that all access problems should be resolved now; if not, please let him know. M. Sheble asked if files should be changed from test links to production links in templates as they are given to him, and he said, either way would be fine.

Enhancement Report – S. Muir distributed his DALNET Enhancements Summary Report, dated May 3, 2001. Please see the report for details.

DALNET Meeting with *epixtech* – M. Piper summarized *epixtech*'s commitments to DALNET and addressed major goals of our reaffirmed partnership. Issues discussed were: Horizon 6.0/iPAC implementation, on-site visits by *epixtech* in place with clear written agreements, broadcast searching, improved communications, and jointly negotiated priorities. PMs' input was solicited on the following topics:

- ◆ Horizon/iPAC implementation – on-site support with goal of 8/15/01 completion. We want to come up with criteria for a successful end product, especially in regard to broadcast searching. What does a good solution look like? A. Lim mentioned de-duping of hits in broadcast searching was an original goal of the union catalog enhancement, and A. Evans mentioned that broadcast searching for staff would ease the burdens now experienced in record deriving.
- ◆ Improved communications – DALNET will develop plan of action including three visits related to iPAC installation, Horizon assessment, and follow-up, including setting 2002 plans. D. Adams and others suggested taking advantage of Web-based conferencing, phone conferencing, ebuzz, etc. to augment these visits.
- ◆ By November 30, 2001, DALNET will conduct a review of priorities, product fixes, and payment schedules.
- ◆ *epixtech* will be issuing a report on June 25, 2001 regarding upcoming product plans.
- ◆ L. Papa asked who will be participating in these visits and discussions. Right now, the agreement mentions meetings with the Steering Committee and also two annual meetings between Lana Porter of *epixtech* and the DALNET Board. PMs discussed L. Papa's suggestion that the visits and conference calls should be opened up for wider participation and that it might be helpful to solicit more participation from those who are specialists in given areas. M. Sheble supported L. Papa's suggestion, and suggested that maybe *epixtech* should even be shown problems firsthand, in these meetings, rather than simply hearing about them. M. Piper agreed to post invitations on DHMT for participation in the meetings and to post calls for meeting topics on DHMT as well. Perhaps the morning session of a meeting can be used to have DALNET representatives demonstrate problems at a central site, and then *epixtech* and the Steering Committee could meet after that, in the afternoon, to discuss what was learned.

DALNET Web Site Update - M. Galvin, former PM for DIA, has resigned her position as Chair of the Web Site Committee. Because of this, S. Muir distributed a Web Site Policy Draft and DALNET Web Work Request forms, created by the Web Site Committee, dated January 2001. He asked for PMs' advice about whether the Web Site Committee should be disbanded, now that the major overhaul of the site has been accomplished, or whether DALNET staff should take over this function completely. M. Piper suggested that the new Web Developer, once hired, could hold meetings with ad hoc task forces as necessary. The proposed Work Request Forms could be used by PMs to submit requested Web changes. Several participants at the meeting expressed

agreement that the responsibility for upkeep of the newly designed Web site and any necessary revisions should pass to DALNET staff now. D. Adams suggested adding varying amounts of days onto the Work Request Forms for the work to be accomplished, and that perhaps there should be special project forms that should be submitted three to six months in advance. E. Lindley mentioned that timelines on the policies seemed long – perhaps they shouldn't be set in stone, but made more dependent upon the nature of the project or tasks. M. Piper advised that the Web Developer's position description had been finished and was being evaluated by WSU Classification & Compensation. Next step for the Web site responsibility question is for M. Piper to make recommendations to the Steering Committee.

DALNET Visioning Session – M. Piper advised that the DALNET Board wishes to revisit DALNET's mission statement. Questions to be considered during an upcoming visioning session are: How can we serve our members more effectively? What new services do we need and want to offer? What does the Information Hub really mean? We need clarification about our statewide role, new members and how they fit into our organization, and the values we can add for new and current membership. M. Piper invited PMs to think about desired outcome for the visioning session.

MiLE Update – S. Muir summarized outline for project and two proposed system solutions from Fretwell-Downing and *epixtech*. Unless Board decides to break from our commitment to going with *epixtech*'s ILL product, we may be getting two systems to implement if MiLE chooses Fretwell-Downing. S. Muir provided a tentative timeline for the project, stating goal is to have a small group of sites in production by late January. L.Papa asked about InMich model, mentioning that he had heard Southfield Public was hit with a lot of requests. S. Muir responded that InMich is not comparable systems-wise to MiLE Project, since all InMich participants are using the same ILS system.

Announcements – M. Sheble distributed flyers on Public Services and OCLC CORC event, May 9, 2001. WSU or DALNET will probably sponsor an event on cataloging for OCLC CORC at some point.

Next DALNET Project Managers' Meeting - Members agreed that the next scheduled PM meeting date of July 2, 2001 was not a good one (too close to the holiday), so consensus was reached to hold the meeting on July 9, 2001 instead. D. Callaway and A. Lim will make arrangements for WSU to be the host institution. A. Evans suggested meeting early before PM meetings for informal "brown bag" lunches prior to the meetings, so that PMs and DALNET staff could network, socialize, and discuss Horizon issues over lunch. Other members expressed interest, so this will be tried at the July 9th meeting.

Minutes by,
Adriene Lim