

**DALNET BOARD MINUTES**

**Monday, August 27, 2001**

**1:00-4:00 p.m.**

**Macomb Community College, South Campus, Building K, Room 315**

**Present**

Deborah Adams

Margaret E. Auer

Jerry Bosler

Stephen Bowers

Marilyn Dow

Cathy Eames

Jim Flaherty

Bridget Faricy (for N. Bulgarelli)

Jennifer Moldwin

Patricia Orr

Mary Ann Sheble

Nancy Skowroski (for M. Wheeler)

Karen Tubolino

Jill VanBuskirk

Frank White

Botsford Hospital

University of Detroit Mercy

Macomb Community College

Rochester College

Hutzel Hospital

Children's Hospital

Wayne County Community College

Beaumont Hospital

Detroit Institute of Arts

Henry Ford Museum & Greenfield Village

Oakland Community College

Detroit Public Library

Veterans Hospital

Mt. Clemens General Hospital

Marygrove College

**DALNET Staff**

Duryea Calloway

Robert Harris

Scott Muir

Michael Piper

**Guest**

Louise Bugg

Wayne State University

1. The meeting was called to order at 1:05 p.m. by Vice-Chair, J. Bosler. Meeting participants introduced themselves.
2. **ACTION:** D. Adams moved, seconded by K. Tubolino, that the minutes of the June 25 meeting be approved as written.

**APPROVED**

3. IHDC Update: K. Tubolino reported that the IHDC is currently at the interview stage for making final selections for digital projects. The Committee is waiting until the DALNET Web Applications Developer position is filled before progressing further on individual projects. Revisions that were suggested at the June 25 Board meeting were incorporated into the following IHDC documents:

*Planning for the DALNET Information Hub: Summary Document*

*DALNET Information Hub Digital Projects: Follow-Up Interview Questions*  
*Basic Criteria Rating*  
*Project Plan for Information Hub*

These documents were distributed to Board members via e-mail as part of the Board packet for the August 27 meeting.

4. Steering Committee Report: S. Muir distributed the document *Member use of software that interfaces with Horizon* and presented a chart that detailed the evolution of the document. A recommendation was made to revise section 5. (Review Process) of the document to read, “The DALNET Director will advise the DALNET member site of the status of their request at each of the applicable steps above.”

**ACTION:** J. Bosler recommended that the Board approve the *Member use of software that interfaces with Horizon* document as revised.

**APPROVED**

Per the DALNET Board of Directors’ Bylaws, committee documents that may impact DALNET policy must be approved in final form by the Board.

5. Update on MiLE Project: J. Bosler and L. Bugg reviewed the decision made by the Board at the June 25 meeting to reallocate \$99,000 from the DALNET RSS purchase commitment to the MiLE project if *epixtech*’s USRA product is selected. DALNET will need to purchase a SIP 2.0 license at a cost of \$8,000, leaving \$38,000 of the original RSS budget. L. Bugg recommended obtaining a letter of credit from *epixtech*, stating terms under which the remaining funds can be used. Because funds for a second server for the MiLE project have been requested in a second grant application and OWLS funds will be used to upgrade the current server, DALNET does not need to contribute funds to a MiLE server at this time.

Representatives of MiLE participants will meet on September 5 to discuss finances, including maintenance costs. Annual maintenance costs for MiLE have been estimated at \$100,00 and include all facets of operating the MiLE project, such as hardware, software, and personnel costs. Board members discussed options for determining the share of maintenance costs that DALNET will be willing to pay:

- One-half of the total maintenance cost would be split equally among participating libraries. The remaining one-half would be apportioned according to the number of transactions. This would be difficult to implement the first year because a cost division on the basis of transactions is based on historical data.
- Contribution of up to the amount originally budgeted by DALNET for RSS software maintenance (\$36,250) or possibly, up to \$38,000 annually.
- 40% (DALNET)-30% (OWLS)-30% (SLC) split, not to exceed \$120,000 to DALNET over a 3-year period.

- An equal split or a mutually agreeable split for the first year, with cost division for the subsequent two years based on transaction data.
- Ask the LOM to contribute toward maintenance costs.

Some concern was expressed that using a formula based on transaction data may lead to DALNET paying disproportionate costs because unlike the OWLS and the SLC cooperatives, DALNET does not have free internal ILL between member libraries.

It was the consensus of the Board to recommend to their MiLE representative, J. Bosler, to negotiate a reasonable distribution of costs for maintenance during the first year, with a formula based on transaction data for the subsequent two years.

It is the goal of the MiLE project team to have five participants on URSA by December, 2001. Ideally, this would involve libraries from each of the three participating consortia. Since the SLC is implementing Sirsi, SLC libraries may not be able to participate in the initial phase of MiLE implementation. It would be desirable to have a Macomb County library from DALNET volunteer to be in the first phase of the implementation. Volunteers from DALNET that will be among the first five libraries to implement URSA are: MCC, UDM, and WSU.

6. Chair's Report: No report.

7. Director's Report: M. Piper reviewed current DALNET activities:

Staff recruitment: M. Piper reviewed the following documents that had been distributed via e-mail as part of the Board meeting packet:

- *Proposed recruitment timeline: DALNET Assistant Director*
- *Proposed recruitment timeline: DALNET System Librarian*
- *Proposed recruitment timeline: DALNET Web Applications Developer*

The documents detail dates, activities, and responsibilities for each step of the recruitment and hiring process for the three positions.

DALNET-*epixtech* partnership

- Horizon assessment
- On-site visit by *epixtech* as a follow-up to the assessment
- Joint DALNET-*epixtech* priority setting for 2002

IHDC activities

- Health Calendar
- Select digitalization projects for implementation

Horizon 6.0 and iPAC implementation

DALNET Office relocation

MiLE Project implementation

(a) Planning retreat follow-up:

In preparation for this discussion, the Board was asked to review the following documents, distributed via e-mail as part of the August 27 Board meeting packet:

- *DALNET Planning Retreat: Report and Recommendations/L. Wetherbee*
- *Flip Charts: DALNET Retreat, July 23, 2001/L. Wetherbee*

Four desired outcomes of this section of the Board meeting were identified:

- Organize to appoint a Planning Team
- Review the vision statement
- Review the mission statement
- Set next steps

Planning: Based on the recommendations of L. Wetherbee, four components of the planning process were discussed:

(1) Convene a Planning Team: The proposed charge of the Planning Team is outlined in the document, *Step 1: appoint DALNET Planning Team*, distributed via e-mail and available at the meeting. The Board reached consensus on the following issues:

- The second planning retreat should be moved from February to April or May.
- Recruitment for the Team should be at the initiative of the DALNET Director, with membership approved by the DALNET Board.
- Planning Team components:
  - Limit to 5-7 members
  - Members should have attended the July, 2001 Planning Retreat.
  - Members should be selected to represent a cross section of DALNET library types and represent different levels of their organizations.
  - Ideally, members should have a background in planning.
  - Terms for Planning Team members should be two years, renewable for a third year.

Board members suggested revising the Planning Team charge to include or provide as separate points the following:

- Review vision and mission statements annually
- Review DALNET organizational structure
- Improve communication with members

(2) DALNET Vision and Mission statements: There was a short discussion of the mission and vision statements outlined in the document, *Step 2: review the proposed*

*DALNET vision statement*, distributed to the Board via e-mail and available at the meeting:

- The vision should be more future-oriented, inspirational, and should address user benefits.
- The mission statement should be clearly differentiated from the vision statement.
- The vision should be concise and easy to remember – something that can be placed on a card.
- The mission statement in the document is too long and looks like a strategic initiative outline.

M. Piper will locate vision and mission statements for organizations that may be relatively comparable to DALNET and route this information to Board members. There was a suggestion that some work on the vision and mission statements could take place via e-mail.

(3) Develop member feedback strategies and mechanisms for concept review

(4) Identify and study the Big Questions: M. Piper noted that the need to review the DALNET committee structure has been suggested by numerous DALNET members and should be a priority for the Planning Team. A possible strategy for the review is included in the document, *Appendix: proposed DALNET strategy for reviewing DALNET's organizational structure*, distributed via e-mail and at the Board meeting.

The document, *Step 4: set next steps in DALNET's planning process* was reviewed, noting the need to implement a “planning culture” within DALNET.

(b) Preliminary budget planning:

R. Harris and M. Piper will soon begin working with the Finance Committee to prepare the DALNET budget for FY 02/03. M. Piper invited member input on the budget, especially as related to service areas that they would like to have addressed in the budget.

M. Piper suggested reorganizing the agenda for the September 24 meeting to recognize priorities and set projected time limits for agenda items.

8. DALNET Board meeting dates: The following dates were identified for DALNET Board meetings:

September 24, 2001  
October 22, 2001  
December 3, 2001  
January 21, 2002  
February 18, 2002  
March 18, 2002  
April 22, 2002  
May 20, 2002

June 17, 2002  
July 22, 2002  
August 19, 2002  
September 23, 2002  
October 21, 2002  
December 9, 2002

New Business: M. Auer discussed Lana Porter's new assignment as Vice-Chair of the *epixtech* Board of Directors, and mentioned the need to understand the implications of the move for DALNET. *epixtech* will be searching for a new CEO.

Next meeting: The next meeting will be held on September 24 at the University of Detroit Mercy McNichols Campus. Randy Dykhuis (MLC) and Becky Cawley (LOM) will provide an update on ATLAS in the morning, possibly at the Oakland Community College Southfield Campus.

Meeting adjourned at 4:15 p.m.

*Minutes by: M. Sheble*  
*DALNET Board Secretary*