

Information Hub Development Committee
April 26, 2000
Oakland Community College

Minutes

Present: Scott Muir (Chair), Duryea Callaway, Willy Cromwell-Kessler, Sandra Martin, Ann Walaskay, Karen Tubolino

Excused: Jeff Trzeciak, George Libbey

1. Review of Agenda and Minutes

The minutes of our meetings will be sent to the Board, Project Managers, and the systems staffs at both WSU and DPL. This will give everyone a summary of the ideas the committee has come up with. The committee would appreciate feedback from their staffs by the end of May. If there are any suggested changes, the committee will discuss them and incorporate these ideas into the main plan by the end of June. This approach will help to clarify people's ideas about the information hub concept and give everyone an opportunity to contribute their ideas.

The net result of this process will be to use these ideas to refine our key points which can be used as a marketing tool for DALNET.

ACTION: Scott will distribute the minutes to these groups after they are reviewed by the committee.

2. Review Executive Summary

The draft Summary statement was discussed and minor changes were suggested:

- addition of an introductory paragraph to introduce the overall concept of the direction that we see an information hub taking DALNET.
- The 'What is the Information Hub' section will be divided into two parts: What is the IF and Characteristics of the Hub
- The sections on what the IF will provide; questions remaining; and issues for IHDC will be removed from the summary document since they are working issues for the committee at this point.

ACTION: Scott will make changes to the Executive summary and send them to committee members for their final review.

Committee members will respond to Scott on Thursday.

He will then forward them on to Phyllis Jose by Friday for inclusion in the packets mailed to the Board for the next meeting on May 8.

3. Task Forces and Teams

All the Task Forces need to be formally approved by the Board including the reporting structure, membership and charge for each. We are requesting approval of four task forces: Health Sciences, Cultural, Business and Metadata.

The first three, working under the direction of the IHDC, will identify and develop content for inclusion in Im@gine. Tasks will include:

- conduct needs analysis in their subject area through breakfasts (or some other forum)
- identify potential resources
- develop criteria for resource inclusion
- develop demonstration prototypes and ongoing projects
- identify potential costs and budget requests
- identify funding resources

a. **Health Sciences Task Force**

This group will be meeting on Apr 28. The chair is Cathy Eames, DMC and the members include: Sandra Martin, Nancy Bulgarelli, Wm Beaumont, Carol Benson, OCC, Daria Drobny, DMC and Karen Tubolino, and Dee Callaway as ex officio member. Their first task is to develop a project plan for the demonstration community calendar that was requested by representatives of the health groups that met in the fall.

Two potential calendars have been identified for review and there may be others. Important questions are: How can this be mounted on the DALNET server and How will this interface with broadcast searching?

b. **Cultural Resources Task Force**

This group will be meeting on May 10. The chair is Jennifer Moldwin with Bob Holley as a member. Dee Callaway is ex officio member. Jennifer is in the process of recruiting other members from such organizations as Greenfield Village, DIA, Detroit Historical Museum, Museum of African American History and the Center for Creative Studies. They are planning a breakfast for late June before ALA.

c. **Economic Development Task Force**

The chair is to be determined. Current members are: Bob Holley, Dave Murphy, Jon Cawthorne from DPL, Sally Lawler from WSU, Government Documents with connections to CULMA (College of Urban Labor and Metropolitan Affairs including the Reuther Archives), and Marva Greenwood Snell from DPL Social and Economics Librarian. Dee Callaway is ex officio member.

d. **Metadata Task Force**

This group will research and develop the metadata architecture that incorporates and integrates diverse resources into the Im@gine Information Hub. They are to provide at least three alternatives which will provide for diverse levels of resource allocation from simple to complex. This group will report the IHDC. Their tasks will include:

- review and compare emerging Metadata standards
- recommend guidelines for the Hub
- review standards for data content (authority files and thesauri)
- develop a template to simplify record input into the Im@gine databases

The chair is Willy Cromwell Kessler. Members include: Mary Howarth, OCC; Donna Roe, UDM; Fran Krempanly, WSU; and a representative from the Reuther Archives. Anaclare Evans is the DALNET Liaison.

Possible tools to explore include: Z MBOL from Fredwell Downing is a Metadata search tool which turns relational databases into one which is Z39.50 searchable. OCLC's Site Builder is similar.

ACTION: The IHDC will submit these to the DALNET Board for their approval on May 8.

4. **AdHoc Working groups**

The committee discussed the potential need for additional groups to look into various questions which may develop as these projects get underway. In the spirit of expediency, it would be most efficient if the Board granted the IHDC the authority to establish any adhoc working groups to answer immediate questions that may arise. Some possible groups may include authority control, system architecture questions, and utilization of GIS. Jeff Trzeciak or someone he would recommend may be ideal chair for these temporary working groups.

ACTION: Ann will take a motion to the Board to give the IHDC the authority to establish these temporary groups as needed.

5. Budget

Our reporting obligations to Ameritech were reviewed. We have all of the \$100,000. There is \$71,500 remaining unencumbered. We have to report back in November and at that time all funds will have to be accounted for. The breakfasts cost approximately \$1100 each. There is money available to hire temporary staff to work on these projects.

6. Other Discussion Issues

Personnel issues:

- Demonstration projects might be 'farmed out' for maintenance to various participating institutions. This would be an opportunity build up the skills and competencies of the professional staffs.
- Some of these projects may be adopted by the School of Library and Information Studies at WSU
- We might follow a model similar to the Getty precedent (now disbanded) of have decentralized development under central control.

There is a Cyberstate meeting in Ann Arbor on May 22.

ACTION: Dee will report back to the committee on this meeting since we can become a resource to this group and we need to be aware of their activities.

ACTION: At a future meeting we need to discuss how we want to handle GIS. Is DALNET a provider of GIS capability? Do we want to provide training? What are some of our members already doing in this area? And what is DALNET IHDC action plan for this service?

The next meeting is on May 3 at DPL. Jeff Trzeciak is the recorder.

The following meeting is on May 17 at the VA. Dee Callaway is the recorder

Respectfully submitted
Karen Tubolino