

# DALNET BOARD MINUTES

Thursday, September 14, 1995  
Macomb Community College, South Campus

Present:	Patricia Senn Breivik	WSU
	Suzanne O. Frankie	OU
	Nancy Bulgarelli	WBH
	Deborah L. Adams	BH
	Frances O. Young	WCCC
	Jean Curtis	DPL
	Michele S. Klein	CH
	Margaret E. Auer	UDM
	Kul B. Gauri	MCC
	Karen Fulwood	HH
	Gloria B. Ellis	Walsh
Excused:	Jean Brennan	DMC
	Judy Murray	OCC
Staff:	Louise Bugg	
	Robert Harris	
Guests:	Indra David, project manager	OU
	Jean Hollier, designee	OCL

The meeting was called to order by S. Frankie, Chair, at 10:10 a.m. at Macomb Community College, South Campus, John Lewis Student Community Center. She asked that members notify the Chair or DALNET staff if they will not be attending a Board meeting.

L. Bugg announced that DALNET's new member, Detroit Medical Center, has designated the chair of the DMC Librarian's Group as its representative to the Board. Jean Brennan of Hutzel Hospital is the current chair and Board member.

K. Gauri introduced Dr. James Varty, Dean, Academic and Student Development Services, who welcomed Board members to the Macomb campus.

1.0 **Minutes:** J. Curtis moved acceptance of the minutes of the April 11, 1995 meeting. Motion passed.

2.0 **Election of new officers for 1995-96:** R. Harris distributed ballots based on nominations received. D. Adams withdrew as a candidate for Vice Chair because of her election as incoming chair of her state association.

**Action:** New officers are:

Margaret E. Auer	Chair
Frances O. Young	Vice Chair
Gloria B. Ellis	Secretary

3.0 **Budget for Fiscal Year 1997:** R. Harris distributed information on the Operating Budget for Fiscal Year 1997 and allocation of costs. The operating costs of \$1,617,003 represent an increase of 3.44% over Fiscal Year 1996. He reviewed budget detail, noting that personnel costs show a decrease because of a change in the contract with the WSU Computing Center for support and because of a change in the mix of DALNET staff personnel. Major increases are in the area of hardware and software maintenance, including maintenance for the mainframe which had been under warranty and for new storage devices, as well as software where provision is made for normal inflation as well as for acquisition of new packages. D. Adams questioned if in planning for a new system thought is being given to how members will pay for this.

P. Breivik suggested that thought be given in budgeting to including nominal increases which are expected. Provision then could be made for providing more services, for example, through a half-time training position or developmental money to be available when needed. R. Harris distributed data on incremental costs for each institution if a supplemental allocation were to be included for enhanced services. L. Bugg noted that from the focus sessions, location-based searching emerged as a prime interest; this may require funds for hardware and software if it were to be implemented. S. Frankie suggested that while action could be taken on the principle, the Board might want to look at the focus group report before designating use.

R. Harris suggested that another option for covering costs of a new system would be for members to prepay. M. Auer questioned if capital reserve funds earn interest and if so, is the interest factored in. R. Harris responded that the capital contribution by the original members went for central site equipment and several years ago capital funds were used for an upgrade. Since then the reserve is being rebuilt for the next generation. P. Breivik noted that this is a good time to start educating administrators about future needs. Her commitment to DALNET is not only in dollars but for resource sharing. She is drafting a statement on the benefits of DALNET participation, and on what the move to a new generation will mean in dollars and why it is needed.

**Action:** P. Breivik will circulate drafts of this statement and asks that Board members respond by E-mail with feedback from their own campuses.

As discussion continued, S. Frankie questioned whether development costs will be built in or whether members can prepay. L. Bugg reviewed the additional databases in which members have expressed interest. Addition of a database would add to MDAS costs. S. Frankie summarized the discussions on a developmental fund by pointing out the options for a specific percent assessment and individual discretionary accounts.

**Action:** J. Curtis moved that a developmental fund be supported by an assessment to form a general fund and that each institution may have discretionary individual accounts. Seconded by D. Adams. Motion passed.

Further discussion focused on whether budget increases be kept above a specified level, with the difference between this figure and actual costs being used to enhance the fund.

**Action:** M. Auer moved that allocation of operating costs for Fiscal year 1997 reflect a 4.41% increase, with the difference being used to support this special development fund. D. Adams seconded. Motion passed.

R. Harris will revise the budget to reflect these figures.

Board concurrence will be needed to use this general pool.

R. Harris will provide information on ways to handle discretionary accounts.

4.0 **DALNET Planning Process:** S. Frankie commended the DALNET Planning Process committee, comprised of Louise Bugg, Indra David, Mary Ann Sheble and Frank White, for their work.

L. Bugg and I. David reviewed the report, beginning with the assumptions made by the committee, and offering detail on seven major steps in the planning process: conduct a DALNET service evaluation, develop a new shared vision, educate ourselves about new information systems, determine "bridge" products and services, identify functional and system requirements, refine our new shared vision and plan for system migration.

L. Bugg noted that the customers referred to in the initial evaluation are the participating institutions. I. David commented that the committee viewed the focus groups as having done this.

M. Auer questioned the time frame for developing the shared vision. S. Frankie solicited agreement that a consultant be used even if cost is entailed. It was suggested that the education sessions directed at project managers and key staff be open to board members who wish to attend.

It was estimated that two years will be needed for procurement and migration. The goal is to have a new system in place by 2000.

**Action:** The Planning Committee, along with the new DALNET Board chair, will plan a visioning session. Price quotes will be obtained from consultants. Date chosen for this session is Thursday, December 7.

P. Breivik announced that November 1 is the new tentative date for a meeting with Ameritech representatives to discuss possible partnering with Wayne State University and DALNET in development of the next stage of systems.

[NOTE: now targeted for Nov. 9th]

5.0 **Focus Group Discussions:** L. Bugg reviewed the highlights of the focus sessions held during the summer of 1995. Under service improvements, members requested more training, improved communication with institutions, more responsive help desk support, more technical support, and quicker assigning of IDs. Location-based searching emerged as the top priority in system enhancements. There is need to prioritize the other enhancements identified, such as full-text delivery, improved statistical and management reports, more database access, LUIS enhancements, PAC Link interfaces, new circulation release, and Ethernet TCP/IP accessibility with all NOTIS functionality. Future directions discussed included resource sharing, communicating outreach services, desktop delivery, cooperative collection building and cooperative buying.

6.0 **MichNet Affiliation:** L. Bugg reported that at the last Board meeting she had asked institutions to advise her by June 1 of their interest in a DALNET affiliation. No one responded. Botsford Hospital is now ready to affiliate.

There was consensus that institutions proceed individually.

7.0 **Other:** J. Curtis reported that the Budget and Finance Committee did not meet as directed at the April 11 Board meeting.

**Action:** The Budget and Finance Review Committee, comprised of K. Gauri, M. Auer and J. Curtis, will meet to examine the issues outlined in the 1993 charge and identify common concerns about the budget.

8.0 **DocDirect using Proquest:** L. Bugg reviewed the discussions with UMI for a varying number of libraries, from 2 to 7, to participate in the system which supports four Wilson files and ABI/Inform. If two institutions start now, prices will be held for a year for others who join. UMI wants a response by the end of September.

**Action:** L. Bugg was directed to proceed.

9.0 **Other:** M. Auer asked that a letter of appreciation be sent to C. Wecker, who is moving to Portland.

The meeting was adjourned at 12:35 p.m.

Gloria B. Ellis  
Secretary