

RE: Minutes DALNET Information Hub Development Committee Meeting, 11/1/00  
Prepared by: W. Cromwell-Kessler  
Date: 11/24/00

Present: D. Calloway; W. Cromwell-Kessler; G. Libbey; S. Martin; S. Muir; K. Turbolino; A. Wallasky

1. Approval process for Minutes:
  - Future minutes will not be distributed beyond committee until they have been approved at the subsequent IHDC meeting
  - Minutes will eventually be posted on the DALNET Website
2. Board Meeting Reports
  - Finance Committee budget approval with minor differences
    - \$15,000 for grant writer; Board will approve projects
    - \$25,000 development server/upgrade current servers rather than purchase new server
    - \$17,000/site (DPL, UDM, WSU) for digital workstations; components left discretion/needs of specific site
3. Task Force Reports
  - Health Task Force
    - Moving forward with contractor; contractor will have 4 weeks from date of signing contract to deliver product followed 3 weeks to test; testing may begin in mid-January.
  - Cultural Task Force
    - Multitude of items & potential projects
    - Costume Project
      - Detroit Historical museum will take Lead (has potential ca. 48,000 item database)
      - IMLS Grant proposal forthcoming
  - Economic Development Task Force
    - November 15—Focus Group meeting
  - Metadata Task Force
    - Members working on a Dalnet Data Dictionary
      - Possibly complete by end of December
      - Mappable to major Metadata Standards
      - Can be used to construct data entry templates across various standards and applications
4. Map of IHDC Activities—to help clarify goals and objectives and help Committee to focus activities:
  - Articulate Collection Development Policies for Hub
  - Define and develop strategy to handle access issues (e.g., copyright, user restrictions)
  - Develop policies for data management

- Oversight for development of system infrastructure
  - Oversight for grant activity
  - Planning for intra-DALNET Hub related education
  - Oversight for Marketing/Publicity efforts
  - Monitoring/mediating cost issues w/DALNET board
5. Role of IHDC in Relation to DALNET Steering Committee
- Steering Committee members concerned about lack of communication; perceived lack of inclusiveness in IHDC activities
  - Groups will meet together (on 11/29?)
6. Survey Instrument
- D. Calloway, S. Muir and L. Bugg met to discuss the initial draft
  - Survey too comprehensive and too long & difficult to complete. Divide into several surveys
  - Goals
    - Identify Hub projects
    - Identify projects for grant funding
    - Facilitate member-initiated projects
  - First Survey will identify project and determine for each project:
    - Subject content
    - Research value
    - Educational value
    - Owner of collection
    - Uniqueness to South-East Michigan
    - Access restrictions
    - Availability of processing funds from owning institution
    - Grant potential
7. Next Meeting: Wednesday, November 29<sup>th</sup> at VA (?)