Bosler, Jerry

From: Michael Piper [aj0386@wayne.edu]

Sent: Saturday, May 18, 2002 4:39 PM

To: Michael Piper; Walaskay, Ann; Scott P. Muir; Patricia Orr; Leo A. Papa; Bosler, Jerry

Cc: Duryea Callaway; Anaclare Evans

Subject: RE: DALNET Planning Team: meeting 9 agenda

Dear Planning Team colleagues,

Thank you for a productive meeting last Tuesday. Here is my understanding of our actions and agreements:

1) We agreed to suggest changing Article V, Section 5 - Executive Committee in the Bylaws to read as follows: "The Executive Committee of the Board shall be composed of the Officers of the Board and the Corporate Officers, along with a representative from the Detroit Public Library and four at-large members elected by the Board. At-large members will serve 3-year renewable terms, commencing October first." Pat will offer a friendly amendment at the Board meeting to insert the revised language concerning DPL representation on the Committee.

2) Is there a need to keep the DALNET Board's Secretary's post? While it may be useful to have a Board member read and review the draft minutes and make corrections before they're distributed, the Board Chair and Vice Chair could do this. We agreed to confer with Jerry and Mary Ann, and then to pick up this topic in the future to develop a recommendation. If they agree that it would be good to eliminate the Secretary post, we'll recommend that change be made and invite Mary Ann to continue serving until her term ends on 30 September.

3) After discussing last Monday's Project Managers meeting, Scott and Leo agreed to prepare a draft charge for the Project Managers, and then to circulate it to us. Once the Planning Team Okays this document, we'll circulate it to the Project Managers, then go to Board at July meeting. This draft outline the Project Managers' enhanced role, which might include activities such as:

    - A more directional role
    - Developing plans via committees, discussion groups, and then assuming a more active role in the implementation of plans
    - Spawning committees with specific charges that pull together, do their work, and then disband
    - Facilitating communication between working groups and others
    - Identify training needs and work to coordinate training with DALNET office
    - Developing standards
    - Recommending plans and timelines. Monitoring progress
    - Preparing an annual report
    - Recommending budget requests
    - Selecting participants for demonstration projects
    - Defining an annual meeting schedule with the ILS vendor

Our recommendation will need to include a proposal for who will chair the Project Managers. Possibilities include a chair elected by the membership, with support from assigned DALNET staff liaison(s).

4) Preparations for discussion with epixtech at the June Board meeting: We suggested two meetings with epixtech, one on technical topics, with the Project Managers, IHDC, others who wish to attend. Plus a second meeting with the Board on strategic topics.

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