

**DALNET Finance Committee
Agenda
January 20, 2000
University of Detroit mercy
McNichols Campus**

1. Call to order
2. Approval of Minutes of December 14, 1999
3. NetPublisher / Image Database Update
4. English Wizard Replacement for ReportSmith
5. New Prospects
 - a. Members
 - Greenfield Village
 - Marygrove College
 - Rochester College
 - Michigan Psychoanalytic Institute
 - Archdioceses of Detroit High School Libraries
 - Others
 - b. Information Providers
 - Health Services Update
 - Business - Cultural Breakfasts Update
6. Grant Update
 - a. Databases
 - b. Costs
7. DALNET Director
8. Ameritech Position: Harry Masek
9. Horizon Celebration Event - Budget
10. New Business
11. Old Business
12. Adjournment

**DALNET Finance Committee Minutes
January 20, 2000
University of Detroit Mercy
McNichols Campus**

Present: M. Auer, UDM; J. Bosler, MCC; N. Bulgarelli, BH; B. Harris, WSU; B. Holley, WSU; Ann Walaskay, OCC.

Guests: L. Bugg, WSU; Dee Callaway, WSU

1-2. Call to Order. Approval of Minutes of December 14, 1999

The meeting was called to order at 1:45 p.m. The Minutes were approved as corrected.

Scott Muir will head the DALNET Information Hub Development Committee. The protocol for asking Detroit Public Library if they would like to provide DALNET:WWW access to their TIPS database needs to be established. This issue should be investigated by the DALNET Information Hub Planning Committee which should confirm TIP database participation with the Detroit Public Library.

3. Net Publisher / Image Database Update

Wayne State University is waiting to hear from its legal counsel before contacting *epixtech* to negotiate further on the costs involved in creating image databases. UDM has already begun preliminary work on their January 2000 image database project. Four of the thirteen issues they wished to discuss with Ameritech (*epixtech*) are already resolved. They are making progress in creating the fixes necessary to proceed. However, they may need *epixtech* to resolve questions on new MARC mark fields or customizing MARC records. In order to get the original image databases up in April, 1999, the project was done quickly with no documentation. The organizational logic in using MARC records may need to be established with more uniformity. There is a need to consider the consistency of the MARC record fields.

It is expected that the Information Hub Development (IHD) Committee will suggest standards for inputting image database files. UDM will send a representative to the IHD Committee since UDM has first hand experience in setting up the image databases. The IHD Committee should work with the Steering Committee in making recommendations and implementing applications.

DALNET has a strong interest in resolving the cost issues with *epixtech* since a number of libraries wish to create image databases for educational support.

4. English Wizard Replacement for ReportSmith

Based on information from the winter conferences and staff networking, it appears that DALNET may wish to switch from ReportSmith to English Wizard for system reports in the immediate future. English Wizard is supposed to be more user friendly.

It is unclear who owns English Wizard. It may be that this product is offered by another vendor.

It was determined that the original cost of ReportSmith was \$4,000. During the Fall semester, Ameritech estimated its price for supplying English Wizard to DALNET would be \$30,000. While desirous of this software, DALNET would like to negotiate a less expensive price. The Board will be informed that the Finance Committee recommends investigation and negotiation for the English Wizard software to see how much it might cost. Upon Board approval the DALNET Systems Office and the DALNET Steering Committee will be requested to pursue a discussion on substituting English Wizard for ReportSmith and to confirm the cost involved. A recommendation will be brought back to the Board.

5. New Prospects Members

- a. Greenfield Village: Technical question remain, NT requirement?
Close to signing; contact needs to be signed to make grant deadline: Jan. or Feb.
Negotiate Tier 1 Option 1 or Option 2. Expedite: B. Harris will contact. If Tier 1 Option 3 necessary, come back to Committee.
Ask Greenfield Village to do PR release or issue a joint release.
In future consider a grant to encourage close cooperation of the cultural community, networking museums.
- b. Marygrove College: Follow up is planned in January, maintain contact.
- c. Rochester College: Follow up as soon as possible, make sure financial proposal is clear and workable. If not, come back to Committee.
- d. Michigan Psychoanalytic Institute: DALNET made financial proposal which MPI declined as too expensive. No follow up is planned.
- e. Archdioceses of Detroit High School Libraries: Meeting and demo March 10, 2000, 10:00 a.m. at UDM McNichols, 6 high schools.
- f. Detroit Public Schools High School Libraries: B. Holley will call D. Adamany. D.
- g. Callaway will work with Holley.
- h. Detroit Public Schools Professional Library: Signed on as a DALNET member.
- i. William Tyndale College: 40,000 volumes.
Financial proposal must be forthcoming by January 27, 2000
Negotiate Tier 1 Option 1 with capital and annual expenses plus the cost of the Ameritech licensing agreement.
- j. Schoolcraft College: On hold, follow up in March
- k. Michigan Jewish Institute: Waiting to hear results of LSTA grant application.
- l. Macomb County Library Cooperative: Follow up in first quarter 2000
- m. St. Clair County Community College: Follow up in first quarter 2000

Information Providers / Hub Development

- a. Health Services Update: There is a need to create a project team to implement the health databases that are being considered. The Information Hub Development Committee should be given the charge to define the projects. Scott Muir was identified as the project lead who will be assisted by a project team. A pert chart is needed because the time lines on spending the grant money are tight. S. Martin, WSU, D. Eames WSU and Carol Benson, OCC will be asked to serve on the project team. They will need to create and implement a project plan as quickly as possible. Other institutions will be asked if they want to help out.
- b. Dee Callaway has been working with the National Center for Black Health Professionals.
A February 3, 2000 meeting scheduled; ask S. Martin to attend meeting.
- c. Business / Economic Breakfast: Arrange follow up meeting. Anna Santago, WSU Social Work will assist.
- b. Cultural Breakfast: to be arranged.

6. Grant Update

The Finance Committee asked to be updated on the database projects and the costs involved in administering the Ameritech Grant.

7. DALNET Director

Now that DALNET Im@gine is up and running at all of the DALNET libraries, it is time to consider the reallocation of employee positions within DALNET. DALNET is maturing and might be more effectively organized. L. Bugg and B. Holley presented the idea of a DALNET Director due to the growing responsibilities of DALNET operations. The consortium is expected to become larger and more complex.

Before proceeding on an in depth study, the idea of a DALNET Director was being suggested to see if it was something that could be realistically considered. There are a number of administrative and financial issues to be resolved as well as political concerns. The Finance Committee understood the need for such an option and was not adverse to investigating the possibilities.

A recommended plan of action was discussed. The Board should be informed and asked to approve a study of the issues involved. Because Ameritech is involved in staffing some DALNET positions, Lana Porter should be asked about the flexibility of releasing employees from their contracts. Also, an inquiry into extending employee contracts with DALNET should be made. At the same time, the DALNET Systems Office could begin a study to create a job description for a DALNET Director as well as to investigate the allocation of appropriate funding within the DALNET budget. It was noted that current positions could be restructured along with current salary allocations to make changes that would allow an efficient transition while staying within the current budget.

8. Ameritech Position: Harry Masek

A number of questions arose as to the terms, conditions and length of Harry Masek's contract. Harry Masek has a contract to work for Ameritech to assist directly in the implementation of DALNET Im@gine. He has been Ameritech's onsite representative. Since DALNET Im@gine is up and running his specific charge appears to have been fulfilled. Since there were a number of unanswered questions, a direct inquiry will be made by L. Bugg of H. Masek as to his understanding of the terms, conditions and length of his Ameritech service to DALNET. It is expected that he would be phased out of DALNET operations within the first quarter 2000.

9. Horizon Celebration Event - Budget

At the last Board Meeting the Board approved a DALNET Celebration Event to show appreciation to the DALNET Systems Office for the long hours they have put into bringing up DALNET Im@gine. The Steering Committee has begin planning for this event and requested some guidelines. Suggestions included a luncheon, a reception and commemorative gifts. The suggested date is February 28, 2000.

After discussion it was decided that the Finance Committee will recommend that the Board host a luncheon for The DALNET Systems Office Staff, the DALNET Steering Committee, the DALNET Project Managers and the WSU Legal Counsel. It is expected that approximately 75 people would attend at about \$20 per person. A location was considered; parking was a factor. M. Auer offered the Mercy Conference Center at the UDM Outer Drive Campus.

The cost would include a commemorative gift to each of the DALNET Systems Office staff members. The Board will be asked to approve an expenditure of between \$1,200 - 1,600 for this activity. The amount will be funded through the DALNET budget due to savings realized from unfilled positions. The Finance Committee indicated that the luncheon might be in March or April so that an appropriate, tasteful, cost effective gift might be found and procured. It was suggested that the DALNET Executive Committee might work on the program with the DALNET Steering Committee.

10. Adjournment and Next Meeting

No meeting was scheduled. It is anticipated that the committee may meet just before the next scheduled Board meeting. The meeting adjourned at 4:50 p.m.

Respectfully submitted,
J. Bosler