Horizon Single Database Taskforce Minutes
October 13, 2004, 9 a.m. to 11:00 a.m.
University of Detroit Mercy Library

Attending:
   Sara Martin, Chair   University of Detroit Mercy

   Anaclare Evans   Dalnet
   Marilyn Dow   Detroit Medical Center
   Lois Grogan   Macomb Community College
   Mary Ann Sheble   Oakland Community College
   Jackie Wrosch   Dalnet

Not in attendance:
   Mary Carr   Mt. Clemens General Hospital
   Elizabeth Lindley   Oakland County Law Library
   George Marck   Dalnet

Brief summary

Decisions made

   Consortium principles agreed to
   Master planning document agreed to
   Committees needed
   Committee structure established
   Committee process, documentation and communication

Tasks
Sara Martin will send an email announcement to the dhmt discussion list and the Dalnet
   Project Manager's list inviting member employees to join a Committee.

Full minutes

The meeting began at 9:20 a.m.

Minutes from the last meeting on October 6, 2004 were reviewed, corrected and approved.

Consortium principles were agreed to. The change to a single database will affect each library and all aspects of operation. The project requires a commitment to cooperation while respecting each member library's individual needs. Procedures for authority work will be developed. A policy and procedure manual will be developed and distributed to all members and posted at the website at the completion of the project.

These committees will be established:

Acquisitions
Cataloging/authority records
Circulation/Reserves/Reciprocal borrowing
Reference/public interface
Security/systems administration
Serials

Working from a Master Planning Document this order was agreed to:

1. Development of Committee Structure

    A charge will be developed for each committee by this taskforce
    A chair and secretary will be agreed upon for each group
    Minutes will be available to all Dalnet members by posting on the website
    Committee will decide if a member survey is needed

2. Assigning of committee members

    Sara Martin will send an email calling for volunteers to sit on the Committees. It is expected that a Dalnet staff member will be on each Committee and someone from this Taskforce as well. Ideally there should be representation from each library type on each committee.

3. Opening Party

    An opportunity for everyone to get to know each other an begin the process on a positive note.

4. Development of Committee process, communication and documentation

    Each Committee establish it's own meeting schedule.

Minutes will be posted on the Dalnet website for all members to review. The Dalnet staff member on each Committee will report back to the Taskforce serving as a liaison to the larger group.

5. Documents each Committee should have

Charge of the Taskforce
Charge of the Committee
Committee Timeline
Meeting schedule
Reporting chain
Sample minutes document
Committee members contact information
Taskforce members contact information

At the next meeting:
  Members will be assigned to Committees
  Charges developed
  Timeline

Meeting was adjourned at 10:50 a.m.
The next meeting is
  Wednesday October 20, 2004
  9:00a.m. – 11:00 a.m.
  University of Detroit Mercy Library
  3rd Floor conference room