

DALNET Executive Committee Meeting
Monday, September 20, 2004
2:30 pm. – 4:00 p.m.
University of Detroit Mercy McNichols Campus
Minutes

UNAPPROVED

In Attendance: M. Auer, J. Bosler, S. Bowers, J. Flaherty, B. Harris, L. Mancini, N. Skowronski, J. Wrosch, S. Yee

1. **Call to order – 2:30 p.m.**
2. **Approval of Minutes from August 16, 2004: deferred to end of meeting.**
3. **DALNET Project Manager's Update – J. Wrosch**

a. Recommendations of a Single Database

Information

Project Managers met Monday, August 13th, 2004 and formed a team to continue work on preparing a report for standards and procedures to implement a single database. The committee/task force will be chaired by Sarah Martin, from University of Detroit Mercy, and will be comprised of individuals from different types of DALNET libraries. DALNET staff will also be working with this group.

b. Server Recommendation

Information

The need to replace the production server was discussed, including review of a quote for a new machine. The quote of \$88,000 was for a machine like Wayne State University is now using to run its new system/database. This quote was used because it was thought that the new DALNET database would be about the same size as the new WSU database.

Action

The Executive Committee asked J. Wrosch to look at the size of the proposed DALNET database and review what the best machine would be; it was pointed out that the WSU database has close to 2 million records and that the DALNET database would have approximately 1 million records, so DALNET may not need as large a machine as WSU.

c. Release Update – for Horizon and HIP

Information

All DALNET shared ILS libraries are scheduled to be updated to Horizon 7.32 and HIP 3.05 by January 1, 2005.

4. **DALNET Reserve Fund Task Force – J. Bosler**

Information

The following was submitted from the DALNET Reserve Fund Task Force to the Executive Committee:

Recommendations

Having met on September 16 and 20, 2004, the DALNET Reserve Fund Task Force makes the following recommendations to the DALNET Executive Committee:

1. For the purposes of these deliberations the amount considered for distribution shall be \$1,600,000 ending on the last day of September 2004. If the amount is more or less than \$1,600,000, the calculations shall proceed based on the actual amount in the combined DALNET Reserve Funds.
2. Wayne State University shall receive 45% of the funds remaining in the DALNET Reserve accounts, which should be approximately \$720,000 minus a payout of exactly \$288,676 for authority work which it was not able to perform over the last six years, minus a \$25,000 transfer to the DALNET Program Initiative Fund. The payout to WSU should be approximately \$406,324.
3. Detroit Public Library shall receive 20% of the funds remaining in the DALNET Reserve accounts, which should be approximately \$320,000, minus a \$10,000 transfer to the DALNET Program Initiative Fund. The payout to DPL should be approximately \$310,000.
4. DALNET ILS Libraries shall retain the remaining funds in the DALNET Reserve accounts after the \$406,324 payout to WSU and the \$310,000 payout to DPL, minus a \$15,000 transfer to the DALNET Program Initiative Fund. The remaining reserves available to DALNET ILS Libraries should be approximately \$833,676.
5. The beginning balance for the DALNET Program Initiative Fund should be a total of \$50,000.
6. The distributions will be made over a two-year period after the fiscal agent, Wayne State University, has been able to close the books on FY 2003-2004. Expected dates of distribution are January 2005 and January 2006. The percentage of distribution per year per institution shall be amenable among the parties and established in good faith. Interest that shall accumulate from reserve funds held over after October 1, 2004 shall be distributed accordingly:
 - a. Interest from WSU agreed upon reserve funds shall go into the DALNET Program Initiative Fund.
 - b. Interest from the DPL agreed upon reserve funds shall go into the DALNET Program Initiative Fund.
 - c. Interest from the DALNET ILS agreed upon reserve funds shall go into the DALNET ILS Reserve Fund.
7. One time, start up funds from members who become DALNET ILS member libraries after

October 1, 2004 shall be placed in the DALNET Operating ILS Operating Reserve funds.

Actions

Motion: The DALNET Executive Committee accepts the DALNET Reserve Fund Task Force recommendations.

Motion passed unanimously, to be submitted to the Board for affirmation

Motion from J. Bosler: The DALNET Executive Committee approves that all DALNET member libraries will vote on proposed projects for use of the DALNET Program Initiatives Fund.

Motion seconded by M. Auer

Motion passed unanimously, to be submitted to the Board for affirmation

Motion from J. Bosler: The DALNET Executive Committee approves that the DALNET ILS fund will be created for use by DALNET ILS member libraries and only DALNET ILS member libraries will vote on the use of this fund.

Motion seconded by L. Mancini

Motion passed unanimously, to be submitted to the Board for affirmation

All three Executive Committee motions regarding the DALNET Reserve Fund Task Force recommendations will be submitted to the Board for affirmation.

Discussion

Discussion ensued about the desire to combine the operations reserve and the equipment reserve funds. The EC expressed the desire to establish a fund that would accrue as much interest as possible. Currently, the equipment reserve fund accrues interest but the operations reserve fund does not. B. Harris noted that it is not possible/allowable to establish an account for operations that accrues interest. He suggested that DALNET would have to at least leave funds for operations reserves to cover the expected operations shortfall in the operations budget. This year (FY Oct. 2004-Sept. 2005) should require no more than the \$231,000 shortfall approved by the Board for the budget. For now it was decided that DALNET would have to keep two separate funds for reserves.

Action

The EC asked B. Harris to review how much DALNET should leave in the operations reserve fund and how much to leave in equipment reserves.

5. Planning for FY 2005-2006

Discussion

The EC inquired of B. Harris what was needed to proceed with preparing a budget for the next fiscal year (Oct. 2005 – Sept. 2006). J. Wrosch indicated that DALNET needed final maintenance costs from Dynix. B. Harris noted that the figure from Dynix was the only remaining figure he needed to make next year's budget. Wrosch and Harris felt that figures could be provided by Dynix by the end of the week.

The EC also wanted to know if authority work, to presumably take place next fiscal year, would be considered an equipment purchase or an operations cost. J. Wrosch and B. Harris clarified that

initial purchase of authority work may be considered as an equipment purchase but future, ongoing costs, would be considered as operations costs. J. Wrosch and B. Harris are to look up these costs this week also.

Action

B. Harris was charged with bringing a completed budget proposal to the September 27th DALNET Board meeting.

6. DALNET Staffing – J. Wrosch

a. Systems Librarian Posting and Timelines for Process

Information

The position was posted on September 9, 2004 to the WSU jobs system, and applications received so far are from recent/new graduates. There is one applicant with approximately 10 years experience. The position has also been posted on several listservs and the DALNET web site. Although the deadline for filling the position was posted, J. Wrosch is hoping to review applications by October 1, 2004.

b. Administrative Assistant / Technician / Secretary

Information

The DALNET staff feels that a half time support position would be adequate. The position could probably be posted at a Secretary I position instead of Secretary II Position. A level II position is responsible for creating spreadsheets, travel arrangements, and minimal budget work. B. Harris noted that such a position would really be a fractional time person, i.e. a permanent position that is not full time. He suggested that DALNET might prefer to list the position as a Technician instead. Classification of the position as Technician would make the hiring process quicker/easier since no union group would be involved, and such a classification would allow DALNET to define the definition with whatever responsibilities that were desired. There are no fringe benefits for a technician. The EC decided that the staff should be allowed to move forward as they wish, since the Board has already approved a full-time position in the budget. It was noted that an LS student could be hired as a technician.

7. DALNET Bylaws Committee – J. Bosler

Information

It was noted that the existing committee will be convened and will continue to rework the bylaws in consideration of the new structure of DALNET.

8. Electronic Resources Committee Activity- J. Bosler

Information/Action

D. Callaway will be returning to WSU as an employee on October 1, 2004, so the remainder of the Ameritech Grant needs to be allocated, including the determination of an exact amount of how much of the grant will be given to University of Detroit Mercy for the Father Coughlin project. J. Wrosch

and S. Yee will work with D. Callaway to handle transition of leadership of this committee from Callaway to a successor.

9. Lewis Business College Update – J. Wrosch

Information

LBC administration has approved DALNET membership and contracting will be sent soon. DALNET staff is scheduled to meet with the LBC library director this Friday, September 24, 2004, to make a membership implementation project plan.

10. Adjournment – 3:30 p.m.

Actions

Motion to adjourn from J. Flaherty

Motion seconded by S. Yee

Motion passed unanimously

11. Recall to order

Actions

Motion from J. Flaherty: Move to reconvene to discuss approval of minutes from previous EC meeting held August 16, 2004.

Motion seconded by S. Yee

Motion passed unanimously

Discussion

Typing errors were noted for correction.

Actions

Motion from J. Flaherty: Move to approve minutes from previous EC meeting held August 16, 2004, as submitted by S. Bowers, with noted corrections to text.

Motion seconded by S. Yee

Motion passed unanimously

Motion to adjourn from J. Bosler

Motion seconded by S. Yee

Motion passed unanimously

12. Adjournment – 3:43 p.m.