

DALNET Executive Committee Meeting
Botsford General Hospital
Zieger Administration Building, Classroom A/B
October 23, 2006
9:00 am - 11:30 am

Committee members in attendance: D. Adams, M. Auer, J. Bosler, K. Tubolino

Guests in attendance: S. Bowers, L. Mancini

1. Call to order, 9:10 am - D. Adams
2. Welcome to new committee member Karen Tubolino.
3. Director Report - S. Bowers

Information

Since the meeting was called to order without a quorum, the meeting began with this informational agenda item.

- a. Single Database Project - The single database now has the first five libraries added to it: Lewis College of Business, Mt. Clemens Regional Medical Center, The Detroit Institute of Arts, The Henry Ford, and The Detroit Medical Center. New member Arab American National Museum should be added by the beginning of November. The months of November and December will be spent analyzing the database and OPAC to make sure it is configured correctly and running as desired. Then the database will be configured for the second group of libraries, which will be added January through spring of 2007, including: Beaumont, Botsford, and the John D. Dingell Dept. of VA Hospital. Summer 2007 is when phase three should begin, with most of our academic libraries. Phase four, with University of Detroit Mercy and Marygrove College will likely not occur until 2008, when the consortium can schedule an upgrade to Horizon 8.X.

Note: Quorum reached.

- b. ILL/URSA - The Tampa consortium in Florida will be testing URSA for use with Sirsi/Unicorn sites in the next couple of weeks. The product is currently working for Horizon sites, and DALNET staff recommends that DALNET bring URSA back up, even if our partners can't participate, or choose not to. Ideally, the Tampa testing for Sirsi/Unicorn will be successful, which would allow us to bring MiLE back up with our partner TLN, if they chose to participate. DALNET staff recommends that we pursue launching the new URSA for use in January 2007, even if only DALNET is participating. S. Bowers will be talking with PALNET about their interest in joining the group. URSA software is budgeted for DALNET but depending on who is in the new implementation of the software the pricing may change (hopefully to be reduced if a smaller group is participating). The URSA software also includes the Reciprocal Borrowing module, which DALNET will need if we choose to implement reciprocal borrowing among members that wish to participate.
- c. MeL Delivery - Some members have chosen to cancel MeL delivery and DALNET will receive a pro-rated refund. If DALNET brings URSA back up, members may want to add delivery service again. We would like to hold off on making a decision about who should

pay for MeL Delivery in the future, until a decision on URSA implementation is made and related costs are known.

- d. DALNET Staffing – Two finalists for the Systems Librarian position have been scheduled to present in November, Tammy Baker, and Catherine Wolford. Additional information will be posted to the listservs. Wayne State is close to posting the new DALNET paraprofessional position, classification likely to be set at Library Assistant II, beginning at approximately \$32,880 / year plus benefits.
 - e. CODI/Horizon 8.X – S. Bowers attended the annual CODI conference and noted that it was well worth the trip. He was able to see Tammy Baker (systems librarian finalist) present at the conference, and noted that although she seemed a bit nervous, she seemed to really know the software. She made two different presentations at the conference. 8.0 is still out only to Beta partners. A few upgrades/migrations will be scheduled in 2007. DALNET (and most other current Horizon users) would likely be able to schedule an upgrade to 8.X in 2008. SirsiDynix will not be able to give DALNET specifics on an 8.X migration verses an 8.X upgrade until they are able to see a more complete version of our single database.
 - f. MLA recap – Postponed for Board meeting.
 - g. Maintenance contracts – Report from George Marck was reviewed. WSU and DALNET have moved maintenance contracts to a new company, Service Express, which will save money and allow us to add some of our older machines to the new agreement that were previously not covered. The report will also be given to the Board.
 - h. Strategic Direction Report – Postponed for Board meeting.
4. **Approval of May 22, 2006 Minutes – S. Bowers**
Minutes were reviewed and corrections noted. S. Bowers will make corrections and post approved minutes.

Actions

Name?: Motion to approve minutes as amended.
Name?: Seconded
Motion approved unanimously.

5. **Approval of September 12, 2006 Minutes – S. Bowers**
Minutes were reviewed and corrections noted. S. Bowers will make corrections and post approved minutes.

Actions

Name?: Motion to approve minutes as amended.
Name?: Seconded
Motion approved unanimously.

6. **Reciprocal Borrowing Taskforce – L. Mancini**

Information

L. Mancini, chair of the Reciprocal Borrowing Task Force, presented the groups revised version of the DALNET Reciprocal Borrowing Agreement. The Executive Committee made some recommendations about the report. S. Bowers is to incorporate suggested revisions to the

document. L. Mancini also presented a report from her committee on MiLE, MeLCat, and Other Alternatives for DALNET to consider for Interlibrary Loan.

Actions

By consensus the committee agreed to send the Reciprocal Borrowing Agreement, with revisions, to the Board for discussion.

By consensus the committee agreed to send the Interlibrary Loan options report to the Board for discussion, with the recommendation that URSA implementation for January 2007 be pursued. S. Bowers was asked that URSA pricing information be obtained for the November 2007 Board meeting.

7. Proposed Bylaws change – S. Bowers

Information

S. Bowers proposed that the DALNET Bylaws be revised to include the DALNET Director and the DALNET Treasurer as Ex Officio members of the Executive Committee.

Actions

Name?: Motion to amend the DALNET Bylaws, Section 3 – a -Executive Committee to add the sentence “The Director of DALNET Library Services, and the DALNET Treasurer, shall each hold an Ex Officio, non-voting seat on the committee.”

Name?: Seconded

Motion approved unanimously.

8. MLA Leadership Academy (Agenda Addendum)

Information

S. Bowers will be applying to the MLA Leadership Academy in November. Other Board members may also be applying.

Actions

Margaret Auer: Motion to fund MLA Leadership Academy costs of approximately \$1,100 for each of two years, total \$2,200, for S. Bowers, if his application is accepted.

Name?: Seconded

Motion approved unanimously.

By consensus the committee agreed to send a recommendation to the Board to discuss forming a Scholarships and Grants committee for DALNET, and for the committee's charge to include the discussion of offering scholarships for members who apply to the MLA Leadership Academy, among other topics.

Note: Quorum was lost.

9. New Members – S. Bowers

Information

- a. New Member Capital Contributions – The committee resumed the discussion, from its last meeting, of what to charged new members for capital contributions. It was felt that capital contributions from new members should still be required so that all members have contributed to existing capital equipment purchases and to reserves for future expenditures. Historically members have paid 150% of their annual fee as the capital contribution.

- b. S. Bowers reported that the revisions made to the Cost Allocation Task Force were approved by the Board and a revised report has been posted to the web site, including clarification that minimum fee for any ILS member, new or existing, be set at \$9,000 for the 2006/2007 fiscal year, and that pricing for new member allocations be based on Appendix C1 of the report.
- c. S. Bowers was pleased to announce that contracting has been completed with new member Arab American National Museum. A project plan is being developed with a go-live date scheduled for the beginning of November, 2006.

Actions

By consensus the committee agreed that wording for capital contributions from new members should be added to the 2006 Cost Allocation Task Force Report stating that "Capital contributions from new members are not to exceed 150% of their proposed annual allocation. Arrangements may be made with members to pay capital contributions over one to three years." This needs be sent to the Board for discussion.

10. Adjournment - D. Adams, 11:35 am.

Next Board meeting - November 27, 2006 at Wayne State University

Next Executive Committee meeting - February 26, 2007 at Botsford Hospital

*Minutes submitted by Steven Bowers, October 25, 2006.
Minutes approved by the DALNET Executive Committee, XX, 2006.*

UNAPPROVED