

DALNET Executive Committee Meeting
February 25, 2008
9:30am-12:00am
Oakland Community College, Royal Oak Campus
1st Floor, Conference Room (B122)

Agenda

1. Call to order
2. Approval of October 22, 2007 Minutes – M. Ketcham
3. Budget Report – R. Harris
4. Director's Report – S. Bowers
 - Update on Lewis College of Business
 - Beaumont Grosse Pointe
 - Single Database
5. Discussion of Member Project Survey and possible DALNET Projects
6. Discussion of DRAFT Application for Program Initiative Reserve Funds
7. Discussion of possible Travel Grant and Scholarship for DALNET
8. Cost Allocation Task Force Review Process
9. OCLC Representative Visit – M. Sheblé
10. Next Executive Committee Meeting – April 21, 2008
Next Board meeting – March 24, 2008
11. Adjournment

Attachments/Links: DRAFT Minutes from 10/22/2007
DRAFT Application for Program Initiative Reserve Funds
DRAFT Application for possible Travel Grant and Scholarship

Next Agenda:

DALNET Executive Committee Meeting

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1st Floor, Conference Room (B122)

February 25, 2008
9:30 am – 12:00noon

Committee members in attendance: A. Keller, M. Ketcham, L. Mancini, M. Sheblé, K. Tubolino, S. Yee

Guests in attendance: S. Bowers, R. Harris

- 1. Call to order as quorum, 9:30 am – L. Mancini**
- 2. Approval of October 22, 2007 Minutes – M. Ketcham**

Action

M. Sheble: Motion to approve minutes as submitted.

L. Mancini: Seconded

Motion approved unanimously.

3. Budget Report – R. Harris

Overall, DALNET is in excellent shape. We were very close to budget for salaries, but over budget on fringe benefits. Hardware maintenance was under budget, while software costs were \$8,000 over budget due to a 3 year agreement with Footprints. Paying for Footprints in this manner will result in savings over time. Total reserves as of February 29, 2008 equal \$1,066,510.

4. Director's Report – S. Bowers

- Lewis College
 - The Board has accepted Lewis College's email resignation and Lewis has been billed for their remaining balance due of \$9,000 for their capital contribution. The Board has decided not to pursue any legal action if Lewis does not pay. Nonpayment will result in a \$9,000 shortfall in our reserve. DALNET will cut access and will retain their records for now.
- Beaumont Hospital
 - Beaumont and Bon Secours have merged and as a result, Beaumont is adding another library campus. Based on their formula for payment, there will be no real cost incursion at this time for the additional library in the single database.

Action

Recommendation to the Board that Beaumont not be charged until next budget cycle for the addition of the Bon Secours library

A. Keller : Motion to approve

M. Sheblé : Seconded

Motion approved unanimously.

- **Single Database**

- Testing went well for hospital libraries and the three hospitals should go live by the spring/summer.

- We will move forward with MeLcAT participation.

- Upgrade goals have been rethought. As the newest release of Horizon contains many bug fixes, new enhancements and features, it would be in our best interest to upgrade to a newer version of Horizon in the fall, when we should only have four databases (single database and the three last academics). Upgrade will depend on the progress of additions to the single database prior to the fall.

5. Discussion of Member Project Survey and possible DALNET Projects

A list of DALNETwide possible projects was distributed for discussion. We have received two requests from Wayne State University for help on projects. It was suggested that a process needed to be put into place first and then projects could be brought to the group for approval. This list of projects will be sent to the Board so that all members could have input.

6. Discussion of draft application for Program Initiative Reserve Funds

The Grant Application for Program/Project Initiatives was distributed and amendments discussed.

Actions

M. Sheblé : Motion to approve the Grant Application for Program/Project Initiatives application as amended.

K. Tubolino : Seconded

Motion approved unanimously.

A. Keller : Motion for applications to come to the Executive Committee first and then for the Executive Committee to present recommendations to the Board.

K. Tubolino : Seconded.

Motion approved unanimously.

7. Discussion of possible Travel Grant and Scholarship for DALNET

Travel Grant and Scholarship Application was distributed and discussed.

8. Cost Allocation Task Force Review Process

Bylaws recommend that the Cost Allocation formula be reviewed every three years. Issues for consideration include reviewing : each institution's numbers as they relate to the formula; non-ILS members; and the impact of additional library locations within an institution (e.g. Beaumont).

Action

Directive to S. Bowers to gather summer statistics from each institution and apply numbers to the Cost Allocation Formula in anticipation of Fall 2009/Spring 2010 budget year. Review of Cost Allocations will continue when S. Bowers has gathered information.

9. OCLC Representative Visit – M. Sheblé

After discussion, it was decided not to have the OCLC representative meet with us as a group due to changes occurring within OCLC as they relate to networks.

- 10. Next Executive Committee meeting – April 21, 2008 at UofD Mercy?
(S. Bowers will confirm)
Next Board meeting – March 24, 2008.**

11. Adjournment

Action

K. Tubolino : Motion to adjourn.
M. Sheblé : Seconded.
Meeting was adjourned at 11:25.

***Minutes submitted by Maria Ketcham, April 15, 2008.
Minutes approved by the DALNET Executive Committee, XX, 2008.***