DALNET Executive Committee Meeting
February 23, 2009
9:30 am – 12:00 pm
Oakland County Library
Law Library Training Room

Committee members in attendance: C. Agnew, J. Campbell, L. Mancini, K. Tubolino (via phone)

Guests in attendance: S. Bowers

1. **Call to order, 9:51 am – L. Mancini**

2. **Approval of October 27, 2008 Minutes – L. Mancini**

   Action
   Motion from J. Campbell: Move to approve minutes as submitted.
   Motion seconded by C. Agnew.
   Motion approved unanimously.

3. **Treasurer's Report– S. Bowers**
   The DALNET Treasurer position is still open. Since there is a WSU mandate to not fill any open positions, S. Yee is reassessing and rewriting the position. She has appointed Sharon Almeranti in the Dean's office as interim treasurer. S. Almeranti completed a budget report. The report shows a $42,413 positive projection; however, S. Bowers think we will break even. We are on budget for most line items. We will save $5,000 that was built into the budget for ongoing authority file work because the initial clean-up will not take place until next year. A reserves report was not prepared because it has the same data as the December 2008 report. The fiscal year 2009/2010 budget increased just under a half-percent from fiscal year 2008/2009. S. Yee asked the Executive Committee to be cognizant of the national economic environment when planning/reviewing the DALNET budget. It was noted that there were few areas of the budget that aren't fairly fixed, but cuts could be considered in training and travel and MeL Delivery areas. The Board approved MeL Delivery for fiscal year 2009/2010 and delivery will require a vote of approval each year to remain in the budget; the committee agreed that it is a good incentive for current and prospective members. The committee was satisfied with a review of the 2009/2010 budget as approved and agreed to start early on preparation of the 2010/2011 budget, considering any possible cost savings. For the approved 2009/2010 budget members currently paying fees at or above the cost allocation formula will not have an increase in their member fees; this is half of the membership. Six members will have a two-percent increase to come closer to their suggested allocations. Beaumont was asked for a ten-percent increase because of the addition of a new location, to come closer to their suggested allocation. DALNET will consider having a booth at the MLA Annual Conference in November. The cost of the booth is $500. It will cost less than $1000 to set up the both. The committee feels there is a general need to let other libraries know that DALNET is well and thriving.

4. **Review of Personnel Contract for Steve Bowers– L. Mancini for S. Yee**
   Action
   Motion from J. Campbell: Move that the Executive Committee enter into Executive Session to discuss personnel matters at 10:13 a.m.
   Motion seconded by K. Turbolino.
   Motion approved unanimously.

   Action
   Motion from J. Campbell: Move that the Executive Committee return from Executive Session at 10:20 a.m.
   Motion seconded by K. Turbolino.
   Motion approved unanimously.

5. **Review of Grant Application for Detroit Public Library–S. Bowers**
   The title of their proposed project is "A Written Portrait: A Glimpse at African Americans in Detroit in the 18th and 19th Centuries – A Web Exhibit for Students". There is not an end date to the project; they plan to keep the website online permanently. The dates on the application are the production dates. Several questions were posed regarding the project. S. Bowers will send the questions asked today to members of the Executive Committee not present for their input. He will then send all the questions to DPL for their answers. We hope to have the questions answered before the next board meeting.

6. **Membership Survey Report – S. Bowers**
   The data from the survey was tabulated by K. Wells. S. Bowers will give an executive summary to the Board. Fifteen of twenty members responded to the survey, and all respondents were satisfied or extremely satisfied overall with DALNET. Members are also satisfied with the leadership of DALNET. DALNET had not conducted a survey in five years. S. Bowers will work with the members who did not answer the survey to see what their needs are. We may also want to think about paying someone to redesign our website, per member suggestions.

7. **Single Database Progress Report – S. Bowers**
   We are on target with the timeline for implementing the single database. Our new member, Adam Cardinal Maida Alumni Library, has been loaded into the single database. They have some weird errors in their OPAC [since resolved]. The DALNET office is waiting to hear from Sirsi about the errors. Five libraries are not in the single database yet. Wayne County Community College District is in test and Marygrove College will be loaded shortly. University of Detroit Mercy will test the new Horizon upgrade with the DALNET office. The clean-up of the authority file will take place next year, after all ILS members are in the single database. Once we settle into the new environment, we will look at new systems in the future. DALNET will start participating in MeLCat this summer, for members in the single database that wish to participate.

8. **Technology Upgrades, Installations, Migration Update Report – S. Bowers**
   Technology project plans have been somewhat delayed. The installation of Web Reporter has been delayed to do server and software constraints. It should be in place within the next month and a half. There has also been a delay in getting the mail server up and running because of work that must be completed by the technology department at Wayne State. It is planned that the single database will be upgraded to the most recent versions of Horizon and HIP at the end of the year. Horizon has not been discontinued and an end-of-life date has not been announced yet for it so new versions have continued to be released.

9. **New Member Recruitment Update – S. Bowers/J. Campbell**
   J. Campbell suggests we look at southeastern Michigan and beyond to see which institutions we should approach to be members of DALNET. Board members will be invited to approach potential members when appropriate. We will have a discussion about this at our next Board meeting. We are not restricted to a particular region geographically. We just have to let SirsiDynix know that we have added a new member. Our costs with SirsiDynix will decrease with the single database since we are charged maintenance on each database. Questions to consider: Who should we approach and how far geographically should we go? (We are currently in four counties.) Who would be a good partner to join DALNET? We will develop a list of potential members to target. S. Bowers can do more recruiting once the technology projects are completed. Next calendar year would be a better year to market to potential members.

10. **DALNET Projects Updates – S. Bowers**
    The Board met and picked the top three projects they wanted to pursue:
    - MeL MARC Records Service – M. Sheble is the chair. The committee has been formed and they have already met. They have added gathering information on link resolvers to their charge. We are looking at an annual cost of approximately $12,000 to $15,000.
    - Digital Archive Repository – Lois Grogan is the chair. The committee has been formed but has not met yet.
    - Google Scholar – on hold until the MeL MARC work is completed. We can tie the use of Google Scholar to the OPAC but we have to have a link resolver. S. Bowers wrote a white paper on how to use Google Scholar, but he has not sent it out yet. S. Bowers will give the white paper to the Project Managers first then to the Board at their June meeting.

    The Board did not give specific charges for the taskforces; however, S. Bowers wrote up charges trying to incorporate what the Board was looking for.

    Another project is the Authority File clean up– C. Spieles of MCC is the chair. The committee has been formed and they will be meeting soon.

11. **Next Executive Committee Meeting – April 27, 2009**

12. **Next Board meeting – March 23, 2009**

Karen Macyhm

13. Adjournment

Action
J. Campbell: Motion to adjourn.
K. Turbolino: Seconded.
Motion approved unanimously.
Meeting adjourned at 11:40 am.

Minutes submitted by Crystal Agnew, March 18, 2009.
Minutes approved by the DALNET Executive Committee, XX, 2009.