Meeting of the MiLE Board
March 9, 2004

I. **Call to Order**

The meeting came to order at 1:30 PM with the following present: Dee Calloway, Kathy Irwin, Carol Lingeman, Scott Muir, Dale Parus, Mary Jo Suchy, and Tammy Turgeon.

II. **Approval of Agenda**

Scott Muir moved to approve the agenda. Carol Lingeman supported. Motion carried.

III. **Approval of Minutes of December 3, 2003**

Carol Lingeman moved to approve the minutes of the December 3, 2003, meeting. Dee Calloway supported. Motion carried.

IV. **Committee Formations/Charges**

Committee chairs were identified. Draft charges were reviewed for the Resource Sharing, Professional Development, Promotions, and Technical Committees. The Screen Designs Committee will be renamed URSA Screen Designs. Draft charges for the Digitization, Virtual Reference, and URSA Screen Design Committees are pending. Tammy Turgeon will follow up with the committee chairs to set meetings. The Board will formally approve the charges at the June meeting after the committees have met to review them. A complete list of committees can be found at:

http://www.umd.umich.edu/mile/board/MiLEcommitteesFeb23_2004.xls

V. **Committee Reports**

a. Resource Sharing Committee – The loaning of audio/visual items will be discussed at their next meeting.

    i. WSU/EMU load leveling – Wayne State University and Eastern Michigan University, MiLE's heaviest net lenders, have been approached about the possibility of each being placed in only one of the MiLE groups, in order to ease their loads. Both Universities reiterated their commitment to MiLE and agreed to remain in both MiLE groups.

    ii. Library groups – A proposal to add U of D Mercy and Lawrence Tech to both groups would also help with load leveling. A third health sciences group will be added.

    iii. Lost items – Currently lost in transit items are billed to the consortia. The Resource Sharing Committee will examine the best way to handle reimbursement for items that are long overdue.

VI. **Budget Report**

Scott Muir moved that the Board go into executive session at 2:08 PM. Kathy Irwin supported. Motion carried. The Board came out of executive session at 2:15 PM.

A revised budget was presented reflecting an increase in Dynix charges for software maintenance due to the libraries that have been added to MiLE.

Dale Parus moved to accept a revised budget that would drop the con.
line to $2,000 and the equipment line to $10,000. Kathy Irwin supportea.
Motion carried.

VII. MeL Catalog
Kathy Irwin reported on the MeL Catalog Resource Sharing Committee's
efforts to determine the loan rules and borrower profiles that will be used in
the statewide catalog.

VIII. Schedule Next Meeting
Then next meeting of the MiLE Board will be on June 15, 2004, at 1:30 PM at
the Fred C. Fischer Library in Belleville.

IX. Adjourn
The meeting adjourned at 2:50 PM

MiLE Service Agreement

The following three consortia agree to provide the services listed for the term of one year at the following costs.

DALNET   **$5,000**
Software support and new user configuration
RPA support for DALNET members, CMPL and St. Clair County
User training for Horizon libraries
Responds to user questions from MiLE website

SLC   **$5,000**
Delivery to SLC member libraries
Delivery to Walsh College
Delivery to MCC-Center Campus
User training for Sirsi libraries

TLN   **$10,000**
Delivery to TLN member libraries
Delivery to all other DALNET libraries (billed separately)
Server administration and support
- Daily back up
- Operating system maintenance (updating operating system, etc)
- Troubleshooting hardware/operating system problems

Bandwidth
Fiscal agent
- Budget preparation
- Accounts payable and receivable
- Grant administration
- Monthly financial reports
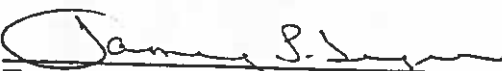- Audits (as a part of TLN's annual audit)
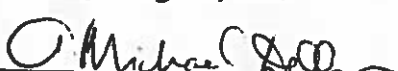
Website maintenance (UMD)
User Training

Approved on this __3rd__ day of _December_ 2003.

_____ 3/10/04
Chair, MiLE Board

Michael Piper 3/25/04
Michael Piper, DALNET

_____ 3/10/04
Tammy Turgeon, SLC

_____ 3/3/04
A. Michael Deller, TLN