

**DALNET BOARD MINUTES**

**Monday, December 3, 2001**

**1:00-4:00 p.m.**

**Wayne State University, David Adamany Undergraduate Library  
Community Room**

**Present**

Crystal Agnew (representing F. White)	Marygrove College
Margaret Auer	University of Detroit Mercy
Jerry Bosler	Macomb Community College
Steven Bowers	Rochester College
Nancy Bulgarelli	Beaumont Hospital
Marilyn Dow	Detroit Medical Center
Maria Harris	Detroit Institute of the Arts
Phyllis Jose	Oakland County Law Library
Mida Me (representing C. Eames)	Children's Hospital
David Murphy	Walsh College
Patricia Orr	Henry Ford Museum & Greenfield Village
Mary Ann Sheble	Oakland Community College
Karen Tubolino	Department of Veterans Affairs Medical Center
Jill Van Buskirk	Mount Clemens General Hospital
Sandra Yee	Wayne State University

**DALNET**

Duryea Callaway  
Robert Harris  
Scott Muir  
Michael Piper

1. The meeting was called to order at 1:00 p.m. by chair, J. Bosler.
2. **ACTION:** P. Jose moved, seconded by M. Auer to approve the minutes of the October 22, 2001 meeting as amended to read:
  - Change affiliation for K. Tubolino to "Department of Veterans Affairs Medical Center"
  - Add to 6a.(3), bullet 6, "*epixtech* is willing to pursue as soon as NLM is ready."

**APPROVED**

3. Steering Committee report: Several of the Board members who attended a dinner with *epixtech* representatives on 11/28 spoke about some of the main points that came out of the discussion:
  - *epixtech* indicated the company is focusing on product development. As part of this effort, attempts are being made to hire more employees. Given current economic trends in the country, this is a good time to be hiring.

- *epixtech* indicated an understanding of DALNET's concern of wanting to educate themselves about new products in the marketplace and indicated that their company also watches competitors and others in the marketplace for development trends.
- *epixtech* is profitable and doing well as a self-standing company
- *epixtech* recognizes that the company could do a better job of promoting itself in the press and hopes to address this issue.
- *epixtech* confirmed their commitment to working with DALNET.
- *epixtech* set a positive tone for the meetings with DALNET on 11/28 and 11/29.

3.a. Joint priority setting with *epixtech*: M. Piper provided an overview of the Steering Committee-*epixtech* meeting on 11/29. Two sets of joint priorities were identified at the meeting: (1) enhancement and (2) operational.

#### Enhancement priorities

- Shared resource database
- Resource authority file, with authority loader
- Capability to conduct easy, fast searches across multiple databases
- Address/fix dataload problems

#### Operational priorities

- Address Horizon assessment priorities
- Launch digitization initiatives
- Faster migration to new releases
- Connectivity study
- Broadband wireless OPAC

M. Piper commented on two issues:

- The idea of working toward a broadband wireless OPAC was identified at the 11/28 dinner meeting with *epixtech*. This may become a high profile item. DPL indicated a high level of interest in pursuing this issue.
- If DALNET can get system releases implemented more quickly, some of the current ILS problems may be resolved.

The Board discussed proposed next steps:

- *epixtech* will respond by 12/21/01 to priority issues identified during the 11/29 meeting, outlining the status and feasibility level of each item.
- Taking into account the *epixtech* response, DALNET will propose priorities by 1/31/02.

To ensure that DALNET meets the 1/31/02 deadline, M. Piper proposed the following steps and timelines:

- Post an invitation to the Project Manager's to participate in the project
- Establish working groups in each functional area (acquisitions, circulation, cataloging, etc.)

- Develop a charge for each group, such as: develop priorities, help with implementation
- Groups will prepare reports by the 1/14/02 Project Manager's meeting
- The Board will review/approve the reports at the 1/28/01 meeting
- Reports will be submitted to *epixtech* by 1/31/02

The Board discussion that followed focused on the following points:

- Project Managers will be asked to forward invitations to serve on functional groups to experts in their organizations
- Members of the Project Managers and Steering Committee should be involved with the functional groups
- "Show-stoppers" should be given high priority, but don't let details "fall-off-the-table"
- Members of functional groups will review the *epixtech* list and consider this information as they set priorities
- Incorporate dates by which priority items are needed
- The invitation to participate in functional groups will be issued during the week of 12/10-14.

S. Muir noted that the annual report of the Steering Committee will be distributed to Board members and Project Managers. He urged Board members to read the report.

4. Information Hub Development Committee report: K. Tubolino noted that the IHDC annual report will be distributed and urged Board members to review it. She made the following announcements:

- Digital Lab agreements have been signed. Participants have until 3/2002 to purchase equipment.
- Notification letters will be sent to recipients of IHDC funding.
- The IHDC is hoping to offer training classes for members of DALNET Libraries. Examples of topics being considered are copyright and project management. The IHDC is thinking about a timeframe for the classes and looking for possible facilitators.
- Marketing for the Health Calendar will be delayed until the DALNET Web Applications Developer arrives and begins working with the IHDC.

K. Tubolino noted that the IHDC would be completing an ATLAS-LOM digital initiatives survey and encouraged Board members to ensure that a survey was completed for their institutions. M. Auer noted that the distribution/ mailing list for the survey was as comprehensive as the committee could make it – every DALNET library should have received a copy.

J. Bosler asked about the IHDC project plan mentioned in the annual report. K. Tubolino indicated that the plan is intended as a type of roadmap for the IHDC. The plan was reviewed by the Board during a previously meeting.

P. Jose asked if Ameritech continues to offer funding for projects like those sponsored by the IHDC. K. Tubolino indicated that the IHDC continues to look for funding sources and will look into the possibility of another Ameritech grant.

5. MiLE Project update: D. Callaway and S. Muir reported on the MiLE Project. MiLE Committee chairs and Project Managers attended an *epixtech*-provided URSA training session. The initial group of participating libraries are completing their profile sheets. URSA will be more compatible with Horizon after DALNET implements the NCIP protocols. Staff training will be provided in a “train-the-trainer” format. D. Callaway noted that staffing responsibilities at some DALNET libraries may shift after URSA is implemented. S. Muir noted that MiLE participants are still hoping to receive funding for the second phase of the project and hope that eventually, the ATLAS initiative will make patron-initiated resource sharing available on a state-wide basis. D. Callaway concluded by noting that the MiLE project is a good first phase and model for a larger resource sharing project.

6. Chair’s report: J. Bosler reinforced his previous comments by noting the positive outcomes of the 11/28 dinner meeting with *epixtech*, and the need to keep moving forward with *epixtech* to address DALNET needs.

7. DALNET Director’s report

a. Horizon connection assessment: M. Piper spoke about the upcoming Horizon connection assessment. The assessment will initially deal with a small group of DALNET libraries and will be directed toward identifying problems. Eventually, the assessment may possibly include looking for alternate ISP providers.

- Timetable for Phase I libraries: 1/2002-3/2002
- Estimated cost/site: \$1,000
- Phase I participants: Beaumont (RO), MCC, OCC (AH), OCLL, Walsh (Troy), WCCC (campus to be defined by J. Flaherty)

Phase I participants include a combination of those with frame relay problems and general connection problems.

It was the consensus of the Board to proceed with the assessment.

b. DALNET strategic planning: proposed next steps

Joint priority setting with *epixtech* (in process)

- On-site visit
- Report on themes
- Demonstrate problems
- Develop strategies

Stabilize core services (in process)

- Fill current vacancies
- Organize services to “work smart”

- Complete server upgrades
- Continue efforts to stabilize the ILS
- Horizon upgrades
- Address connectivity problems

Upgrades to Build 29/30 will be made during the week of 12/10-14 for libraries that use the Horizon acquisitions module. Build 29/30 should remedy a number of the problems with 6.0 acquisitions functionality. The test server was successfully upgraded and should come online sometime during the week of 12/10-14. M. Piper noted that this is the first time DALNET personnel have completed server upgrades and they learned a great deal during the process. Currently, DALNET libraries are on multiple versions of Horizon. M. Piper indicated that the acquisitions problems and the number of workstations that need to be upgraded at some sites are contributing factors.

J. Bosler requested an update about the ongoing server upgrade projects. M. Piper provided the following information:

Additional disk drives will be purchased to upgrade one of the E450 servers to provide the extra capacity for test databases. Extra disk drives were previously purchased and installed in the other two E450 servers. The production server upgrade is scheduled for the academic libraries' holiday break. Following this upgrade, the existing WebPac server and former test server will be clustered together to provide WebPac, iPAC, and RPA services. Clustering the two servers will provide roll-over capability; if one server fails, the other should take over.

M. Piper led a discussion about the ILS review, including options for building a knowledge base about the ILS marketplace.

#### ILS Review

- Focus on Horizon assessment implementation
- Reassess in 3/2002 and see how well we've done
- Conduct additional assessments after Horizon 7.0 and 7.2 have been implemented

Board members discussed options for learning more about the ILS marketplace:

- Informal discussions with librarians from non-DALNET libraries
- Vendor demos through ATLAS committees
- Informal discussions with vendors during ALA Midwinter
- Interest group meetings and programs at ALA Midwinter

Board members suggested a set of topics and strategic issues that could be used as a guide for building an informal knowledge base of marketplace trends and opportunities:

- Acquisitions
- Shared patron databases/authentication
- Union catalog
- Connectivity
- Patron empowerment

- Authority file
- Consortia products
- Z39.50 searching across a combination databases and catalogs

Topics will be posted on the Board listserv and should be forwarded to colleagues who plan to attend ALA Midwinter. An optional lunch meeting for Board members and others from DALNET libraries who attend ALA Midwinter will be held to give people an opportunity to share information.

M. Piper proposed a list of “next steps” for 2002:

- Convene the DALNET Planning Team to:
  - Revise the vision
  - Prepare recommendations on governance issues
  - Plan follow-up session with Louella Wetherbee

Old Business: S. Bowers asked about the status of the DALNET reciprocal borrowing agreement between academic libraries. J. Bosler noted that the agreement had been approved but cannot be implemented until DALNET has the functionality of a shared patron database. J. Bosler will provide a copy of the agreement to S. Bowers.

Next meeting: 1/28/02, 1:00-4:00 p.m., WSU.

**ACTION:** P. Jose moved, seconded by K. Tubolino to adjourn the meeting at 3:50 p.m.  
**APPROVED**

*Minutes by: M. Sheble  
DALNET Board Secretary*