

DALNET Board of Directors
Meeting Minutes
Monday, 20 May 2002
1:00 - 4:00 p.m.
Henry Ford Museum and Greenfield Village

DALNET Board revises Bylaws to expand Executive Committee membership

In April, the Board asked the DALNET Planning Team to develop a proposal for merging the Executive Committee, which is in the DALNET bylaws, with the Budget and Finance Committee, which has taken on the role of an Executive Committee, but which is not in the Bylaws.

At the May meeting, the Planning Team presented its proposal for effecting this change. After discussion, per the Planning Team's recommendation, the Board approved the following actions:

- 1) Expand the Executive Committee to include the Officers of the Board, the Corporate Officers, and five at-large members. To ensure that the Executive Committee always includes a representative from DPL, the at-large members will include a representative from the Detroit Public Library, if none of the Officers of the Board are from DPL.
- 2) Commencing each October first, the Executive Committee's at-large representatives shall be elected to 3-year terms. Initially, after this fall's election, at-large members will draw straws for 1, 2 and 3-year terms, to avoid having the terms of all five at-large members end simultaneously.
- 3) Revise the DALNET Bylaws, Article V, Section 5 – Executive Committee, as follows:
“The Executive Committee of the Board shall be composed of the Officers of the Board, the Corporate Officers, and five at-large members. To ensure that the Executive Committee always includes a representative from the Detroit Public Library, the at-large members will include a representative from DPL, if none of the Officers of the Board are from DPL. At-large members will serve 3-year renewable terms, commencing October first.”

Board sets revised plans for using upcoming meetings to support strategic planning

Originally, the DALNET Board of Directors had invited representatives from *epixtech* to the Board's May meeting to discuss the ILS (integrated library system) vendor's strategies for affording seamless access to diverse resources. Since *epix* was unable to send representatives in May, the Board deferred meeting with *epixtech*, and revised its plans for using upcoming Board meetings to support strategic planning, as follows:

24 June 2002: Meet with *epixtech* representatives to discuss *DigitalLink*, a new product *epixtech* describes as “an integrated ILS and digital content creation and management solution that allows the rapid development of Digital Virtual Libraries.” DALNET will serve as a beta test site for *DigitalLink*. During the June meeting, the Board will also act on recommendations from the New Member Policy Group.

22 July 2002: Meet with *epixtech* to discuss strategic issues, focusing on the theme “Where is *epixtech* going, and how does DALNET fit in?” Act on the Planning Team’s proposals for revised committee structure.

26 August 2002: Continue discussion on DALNET gateway. Begin discussion of “Big Questions” from the July 2001 planning retreat: (1) Devise next best steps to address training, support and member communication issues. (2) Devise next best steps to address partners, allies, competitors and relationship issues.

23 September 2002: Continue gateway discussion. Continue strategic planning, focusing on another “Big Question”: Devising next best steps to address product and service opportunities. The Board will also elect officers at this meeting.

28 October 2002: Re-visit ILS issues, training, governance, and product and service issues to prepare for planning retreat.

2 December 2002: Planning retreat to address “Big Questions,” identify other issues, and to set 2003 priorities.

Board identifies questions for upcoming meetings with *epixtech*

The DALNET-*epixtech* partnership agreement calls for five meetings each year between DALNET and *epix*, as follows:

- An annual meeting between the *epixtech* President and members of the DALNET Board to review project accomplishments, assess progress, and preview challenges and goals for the next year.
- An annual meeting at the executive level to review progress toward goals and objectives.
- Three meetings per year to review progress and to assess the need for adjustments in goals and plans.

After discussing questions it wishes to address with *epixtech* in June and July, the Board asked Michael Piper to confer with the ILS vendor, and then to return to the Board with a proposal for scheduling other visits with *epixtech* this year.

DALNET members are at work on digitization projects

Jeff Trzeciak reported that Wayne State is starting to photograph its historic costume collection, in support of their DALNET digital projects grant project. Patricia Orr said the Henry Ford Museum and Greenfield Village has begun work on its postcards digitization project as well.

Horizon connectivity assessment has been completed

Last year, the Board authorized staff to contract with a qualified vendor to analyze and assess network connections in DALNET member sites, identify problems with these connections, and to propose solutions. This project was implemented in six DALNET member sites initially, with the understanding it may be expanded later.

In January, DALNET contracted with Intelligent Connections (IC), a Royal Oak consulting firm, to perform this study in six sites: Beaumont Hospital, Macomb Community College, Oakland Community College, the Oakland County Law Library, Walsh College and the Wayne County Community College District.

Scott Muir, DALNET Assistant Director, served as Coordinator for this project, and led the discussion at the Board meeting. Intelligent Connections identified three areas of concern:

- 1) IC recommends dropping frame relay, which costs DALNET \$36,000 a year, plus several thousand dollars a year at each participating site. Four sites have dropped frame, and DALNET staff is working with the remaining frame users to arrange suitable alternatives.
- 2) Intelligent Connections identified a source of slow response times in member libraries: insufficient RAM in the DALNET Production server. Although the Production server's CPU utilization is around 50 percent, which means there is ample capacity, there is little margin in terms of memory, a critical performance factor for database servers. The Production server's memory use is more than 90 percent capacity. As a result, response times are well above industry norms (250-300 milliseconds instead of the expected 50-60 ms). Scott reported that the expanded memory is on order and will be installed soon. This upgrade should yield noticeably faster response times for DALNET members.
- 3) IC's report also outlines site-specific recommendations for each of the six participants, which will enable these sites to remedy local issues that have hampered Horizon performance in their locations. Scott also plans to inform *epixtech* about IC's recommendations concerning the Horizon integrated library system client.

Next meeting: 24 June at TBD

The next meeting of the DALNET Board of Directors will be on Monday, 24 June, from 1 – 4 PM at TBD. Meeting details will follow.

DALNET Board members present

Margaret Auer	University of Detroit Mercy
Steven Bowers	Rochester College
Nancy Bulgarelli	William Beaumont Hospital
Randolph Call	Detroit Public Library (for Nancy Skowronski)
Cathy Eames	Children's Hospital
Jennifer Moldwin Gustafson	Detroit Institute of Arts
Patricia Orr	Henry Ford Museum and Greenfield Village
Mary Ann Sheble	Oakland Community College
Jeffrey Trzeciak	Wayne State University (for Sandra Yee)
Karen Tubolino	Department of Veterans Affairs Medical Center

Guests

Cathy Genematas	Henry Ford Museum and Greenfield Village
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DALNET staff

Duryea Callaway
Robert Harris
Elaine Hendriks
Scott Muir
Michael Piper
Jackie Wrosch

Draft meeting minutes submitted 31 May 2002 by Elaine Hendriks and Michael Piper. Revised: 21 June 2002. Approved by DALNET Board: 24 June 2002