DALNET STEERING COMMITTEE
MINUTES
August 14, 2000
Botsford Hospital

Members Present: Scott Muir, Chair, Deborah Adams, Karen Bacsanyi, Randy Call, Leo Papa,
Kerry Sanders.

Review of Minutes, Agenda
No changes or additions

HORIZON Functionality per contract
The Steering Committee reviewed the DALNET Functionality Acceptance Spreadsheet
that was developed by the Systems Office and responded to by epixtech. A conference call was
held to discuss the NOs. There are also "yes, but" items. A call with *epixtech* was to be held last
Friday (August 11) but was cancelled. Thus far DALNET has not paid for the Horizon software
and a report must be presented to the Finance Committee on our recommendations.
Enhancements (seven items) are another issue and needs to be dealt with separately. The
Committee discussed some of their concerns including ghost records, broadcast searching,
keyword search with latest records first (rather than the random list currently received), and tried
to come up with show stoppers that needed to be fixed before payment could be made. One
important issue that also needs to be resolved is to find out whether Horizon 5.3 is working (many
functions were to be included in 5.3). Scott distributed a 5.3 production schedule for all
DALNET libraries. DPL is in the process of loading their files and hopes to be up by Oct 1,
2000.

Major Horizon functionality showstoppers include:

1.   A functional Authority loader—there is concern that currently the loader does not
     work and may have corrupted data. The DALNET—Union cataloging Shared
     Authority Resource File Requirements document (July 31, 2000) was distributed. It
     provides a two-year summary of design requirements for a physical union catalog
     and a shared Authority Resource file.
2.   Full functionality of IPAC 1.0 and 1.1. The spreadsheet now includes a listing for
     1.1 and until that is fully functional—payments should be delayed.
3.   Broadcast searching is a top priority for DALNET
4.   Promised functionality in Horizon 6.0

There was also concern if any functions in the Circulation or Acquisitions modules had any
showstopper status. Scott will check on these and report back to the committee. Of special
concern was the lengthy list of workforms. There has been concern at the larger institutions about
lower productivity using Horizon. The SC Committee discussed the issue of whether *epixtech*
had appropriate staffing levels to deal with all these functionality issues.

DALNET Horizon Enhancements
A new spreadsheet on the enhancements was distributed dated 8/07/2000. Firm dates for
sign off on solution and sign off on timelines were identified. Many of the dates go into
September, October, and November. The authentication system for users will be tested at UDM.

Two Statement of Needs documents were distributed:

Ad Hoc Reporting
Interlibrary Loan and Document Delivery

Comments from *epixtech* are due August 18. The Board will be discussing the issue of payments at their meeting.

Updates
Horizon 5.3 Migration
Scott Muir provided an update on the 5.3 Migration schedule. Five libraries are scheduled for August. DPL plans to be migrated by October 1.

A lengthy discussion followed on the staffing levels for DALNET. Of immediate concern is how staffing support will be given to imaging projects that will be needed by the Information Hub Committee. Lana Porter of *epixtech* will be meeting with the Hub Committee on Friday, August 18, 2000 to discuss a vision and proposals.

The discussion continued on the ways the IDHP and the Steering Committees can communicate with one another.

The Steering Committee would like to be updated on the IDHP activities. That committee will be giving a report to the Finance Committee on a budget for one or more digitization labs, two new staff positions-- a programmer and librarian. The IHDC will explore many issues including whether to use *epixtech* or two other software vendor products (Endeavor or Exlibris) that are now on the market. The Health Sciences Group has developed a strategic proposal demonstration project using some of the Ameritech Grant monies and will be making a presentation for Lana Porter this Friday.

Equipment Meeting with Sun and *epixtech*
A major meeting was held between DALNET staff, two people from Sun, and Tim Hyde from *expixtech*. A report will be made to the Finance Committee.
Sun will be releasing a new product line but DALNET has no plans to change at this time.

Easy Ask (software reporting system)
This product requires lots of set-up time but then is easier to use. However, currently Report Smith is meeting the needs of DALNET. Greater emphasis will be given to establishing a list of canned reports that have been developed and sharing of those reports throughout DALNET.

Acquistions JAD Nominees:
This is an important committee for the *epixtech* Sunrise project. The SC Committee recommends that Annie Broughton(DPL) be the representative with Mary Laird (UDM) as back-up.

Web Site Committee
The Committee reviewed the Revised Mission Statement and the Progress Report. The report was highly critical of Tim Cromer and his lack of productivity in web site development. There was discussion on whether Tim Cromer had the skills to deliver on this initiative. DALNET has been unable to obtain a WEBMASTER for over two years and the web page has been a main concern for the development of a marketing plan and publicity, and the Information Hub initiative. It is the SC's opinion we need both a designer and a webmaster who will handle the technical issues of the site. It is the recommendation of the Steering Committee that outsourcing options be explored. A working group of: Leo Papa, Kerry Sanders, Jeff Trzeciak, Mary Galvin and Scott Muir were proposed to address this. Major issues for web page

management are: who would be the host, who does the design, who signs off (acceptance) and who does the maintenance.

There was also an update on the issue of updating members their own WebPACs. Before the firewall was installed, members could do their own updating. Some libraries within DALNET have their own staff who can do the updating, others do not. Member access through the firewall for working on WebPACs is in process and has already been setup for some sites. It was mentioned that people working with WebPAC need extensive training.

The Finance Committee will be reviewing resources including staff in its budget recommendation to the Board. It is important that they be made aware of the need for stronger WebPAC and Web Site support and the priority surrounding this.

Technical Communication
Issues relating to improving communication with the technical people, systems, and *epixtech* were also discussed. This issue will be addressed at the next meeting. Send suggestions to Scott for items for the next Agenda.

Announcements:

Next Meeting will be held September 11 at Walsh College (Troy Campus)
   Maps will be sent out with the next meeting agenda

Future Meetings: October 16—DPL (the MLA meeting will be in Detroit the first week in October so the meeting date was changed to the 16th).

Farewell
Deborah Adams will be resigning from the Steering Committee due to her increased job responsibilities at Botsford. The Steering Committee thanks Debbie for all her efforts on their behalf. Botsford was the host for many meetings and a favorite of committee members. Debbie will continue on the DALNET Board and as a Project Manager and we are lucky to have her continue. We are very thankful for all of Debbie's contributions to DALNET. Scott will contact Phyllis Jose to find a replacement.

Meeting Notes: K. Bacsanyi