

**Information Hub Development Committee**  
**September 20, 2000**  
**Minutes**

**Present:** Scott Muir, Chair, Dee Callaway, Willy Cromwell-Kessler, David Murphy, Karen Tubolino, Ann Walaskay

**Minutes** The last two sets of minutes were approved.

**Results from Finance Committee, PM, and Sun meetings** The Finance Committee met twice and plans one more meeting to discuss the budget proposals. They are looking first at current DALNET Horizon operations and then will address the IHDC. Basic question: are DALNET funds being used appropriately? The requested Info Hub staff may be partly addressed by reallocating several current positions and resources. The results of a DALNET member's survey were discussed in both the Finance Committee and at Project Managers. K. Tubolino needs to take back to the Finance Committee additional recommendations about the IHDC budget. S. Muir recommended adjusting the IHDC proposal for Digital Lab equipment from requests for multiple copies of the same equipment to a variety of equipment. We may want to explore equipment leasing. The next IHDC meeting will be devoted to fleshing out more detail on our budget proposal for the Finance Committee. The meeting with Sun brought out 6 possible configurations for DALNET servers. The only option that directly addressed Info Hub server needs was the single megaserver option. It is very expensive.

**Statement to Board** The IHDC's reaction to epixtech's Information Hub Visioning will be sent for the next Board meeting on October 30th. The draft from our last minutes was approved.

**UM Digital labs** S. Muir visited staff at the UM Digital Labs. They are a good model for ideas for the IHDC and are a high volume production site for imaging, active for several years. They recommended that we investigate OhioLink's projects and approach to legal issues, access control, authentication, long term sustainability, and value-added databases. The IHDC should look at materials published by UM's Christie Stephenson for background information. A book that was recommended is Moving Theory into Practice: Digital Images for Libraries and Archives.

**Design Survey Instrument** Before our next meeting, the IHDC will discuss revisions to S. Muir's draft via email. The first step is to detail the right questions to ask on the survey. At our next meeting, the survey form will be devised. Part of the survey should be explanations about what could be a project. The survey will be written to be completed on several levels-- project manager will fill out certain portions and the persons initiating project ideas, others.

**Information Hub Development Plan** Suggestions for changes to S. Muir's new draft should be sent to him via email. The plan will be distributed to the Board at their next meeting.

**Task Forces and Teams** The Health Sciences group may finalize its contract with S3 tomorrow. Changes in the contract were recommended by R. Harris. The community health calendar could be completed in as soon as three weeks from the start date. The Cultural/Arts T.F. is considering writing an IMLS grant for the costumes database. It could be a joint project between several organizations. Several institutions have expressed interest in other projects. Kellogg may be willing to sponsor an image database on the history of the African American Women's Study Club. The Economics T.F. meets for the first time next week. The Metadata Standards T.F. is still in a learning mode. They will soon be compiling a DALNET data element set with definitions of metadata terms. The membership of the Metadata group has changed: Mary Ann Sheble will replace Mary Howarth from OCC, Mary Gavin joins from DIA, and Don Golodner will represent the Reuther Archives.

**Next Meeting** IHDC meets at DPL on Monday, Oct. 2nd.

Submitted by A. Walaskay