DALNET BOARD MINUTES

Thursday, May 29, 1997
Ward Conference Center
University of Detroit Mercy
Outer Drive Campus

Present:

Dr. Patricia Senn Breivik	WSU
Dr. Suzanne O. Frankie	OU
Deborah L. Adams	BH
James Flaherty	WCC
Dr. Maurice Wheeler	DPL
Michele S. Klein	CH/HH
Margaret E. Auer	UDM
Phyllis Jose	OL
Dr. Kul B. Gauri	MCC
Judy Murray	OCC
Gloria B. Ellis	Walsh
Jean Brennan	DMC
Karen Tubolino	VA

Other:

Kraig Binkowski, Project Manager	DIA
Michele Campbell, Project Manager	Huron
Daria Drobny, Project Manager	RIM
John Houser, Project Manager	DPL
Cherrie M. Mudloff, Project Manager	DR
Frank White, Project Manager	MCC
Mary Ann Sheble, Project Manager	UDM
Dianne Zyskowski, Project Manager	OL
Gerald Bosler	MCC

Staff:

Louise Bugg
Robert Harris
Anaclare Evans

The meeting was called to order by M. Auer, chair, at 9:30 a.m.

Those present introduced themselves, after which the chair outlined "ground rules" for the day's discussion and decision-making process.

Results of Client/ Server Library System Demonstrations:
L.Bugg presented this report. The DALNET Partnership Team was charged with arranging structural demonstrations for 3 to 5 systems to determine if currently available systems had critical features needed by DALNET, to determine if Horizon is a viable system for DALNET, and to educate DALNET staff. The team determined system requirements, identified systems to consider, developed structured demonstrations, and evaluated the results. Demonstrations were given by Ameritech Library Services (Horizon), Innovative Interfaces (Innopac) and SIRSI (Unicorn). It was determined that all currently available systems need critical components to meet DALNET's requirements: user interface improvements, circulation for a consortium, user authentication for a gateway, ILL functionality, and media booking module. Only Horizon met the technical requirements; Innovative's system is not client/server and SIRSI's is not scaleable. Following a one-day, follow-up demonstration of Horizon, a list of enhancement needs was developed (Proposal Appendix: DALNET needs for Horizon enhancement). Jim Wilson, Horizon general manager, identified which items are currently available and those which will be, thus reducing the list to seven enhancements: patron database, authentication system for users, shared authority file, children's OPAC, management reports, integrated booking module, and ILL/document delivery. L. Bugg labeled as "critical" to the partnership both the letter from Lana Porter, Ameritech Library Services president, and the memo from Jim Wilson. L. Bugg introduced the Partnership Team members: M. Klein, J. Houser, M.A. Sheble, F. White and M. Auer.

Discussion followed. M. Auer commented that the Finance Committee will look at full financial costs. She stated the price is negotiable. S. Frankie questioned what would happen if a member drops out. M. Auer responded the costs would have to be renegotiated. P.Breivik cited the need to do aggressive networking to attract new members, particularly Detroit Public Schools. K. Gauri questioned the "window" to continue with NOTIS if a member says no to the proposal. L. Bugg answered that a goal is to "pull the plug" on the mainframe by the end of 1999. She noted the need to determine how many positive commitments would be needed in November for the project to move forward. K. Gauri asked if an institution chooses to go with a free standing system, could it elect to participate in the consortium and could a member select which modules it wished to have. M. Auer noted the Finance Committee will look at a base for participation. Members currently pay for subsystems regardless of use. K. Tubolino addressed the need for outside funding. L. Bugg pointed out the need to ascertain costs. J. Murray questioned the importance of a partnership versus a contract for services. J. Houser cited the costs of developing the enhancements and P. Breivik noted the funding possibilities for an "information hub" as well as the need for equity within a new system.

DALNET / Ameritech Partnership Proposal Presentation:
M. Auer introduced Tom Burns and William Easton of Ameritech Library Services. L. Bugg offered highlights of the proposal from the perspective of the DALNET team members. She stated it became clear at the first retreat that DALNET and Ameritech have a common vision. She described the DALNET of today and the vision of tomorrow in which DALNET is an information hub. Next she offered details of the plan, for which key

strategies are Horizon as the centerpiece, children's and other web-based interfaces, a private network (Intranet), migration with bridge products, resource sharing, and cost sharing. She reviewed the product enhancements to be made by Ameritech before outlining the business guidelines: evolutionary decision making strategy, business plan with cost details, fair and affordable contract detailing partners' rights and obligations, and administrative structure and policies to guide the project. Other guidelines include full-time DALNET and Ameritech project managers on-site, formal channels of communication at highest management levels, steering committee to insure input from all libraries, and project teams that include staff from all DALNET libraries. The project plan is to create a tele-communications network for the information hub, guide migration to the client/server system, and explore outside funding. End dates for the project timeline are: DALNET Intranet, April 1999; Horizon live, July 1998 - April 1999; off mainframe, December 1999; information hub, 2000. She visualized activities at DALNET member libraries in 2001. The costs will include: Ameritech products and services, private Intranet, DALNET's centralized services including new help desk service, desktop computers and local area networks at members sites.

T. Burns reviewed what Ameritech Library Services is doing today with over 400 Horizon libraries worldwide. He described several resource sharing projects involving Horizon: SILO, connecting 512 libraries in Iowa; Indiana University, with 52 libraries at 8 campuses; UALC - Utah Academic Library Council, with 13 libraries in 11 institutions and California State University's project which links the local systems of 22 campuses in a Horizon base. DALNET, he noted, offers multi-type libraries, success in resource sharing, network expertise and a shared vision for an information hub.

L. Bugg next reviewed the partnership recommendations calling for actions on the part of the DALNET Board and Ameritech, beginning with a letter of intent. Costs to be considered by the Finance Committee include the Intranet for which the services of Ameritech Advanced Data Systems will be enlisted. The Finance Committee will identify the baseline, in which all members will participate, and optional components.

In responding to a question from J. Flaherty as to when costs will be billed, T. Burns said payment is subject to negotiation. A sum would be expected at contract signing . Invoices would be spread over the project based on deliverables and final payment would be dependent on acceptance.

W. Easton reviewed the financial data presented in the proposal in which cost components are identified as Horizon software, services and hardware. R Harris requested an explanation of consortium pricing. W. Easton stated it included a starting fee and an amount for each institution. The pricing given is based on DALNET's current membership, with maintenance costs beginning 13 months after production. R. Harris pointed out that pricing will change as DALNET's configuration changes. T. Burns noted that third party licenses are included, costs for which can be negotiated ahead of time. P. Breivik questioned distribution of one print set of documentation for each site. T. Burns responded that documentation is available on the web and updates can be reproduced. K. Gauri questioned

costs of software upgrades. T. Burns said this is included in the on-going maintenance costs. J. Brennan questioned the Infoshare fee. T. Burns noted the amount listed is for license; subscription costs are additional. S. Frankie asked about the number of servers, to which L. Bugg responded the Finance Committee will need to determine how costs for these would be shared. F. White asked if cost proposals for each member institution for stand-alone Horizon systems would be available for comparison to the DALNET cost. P.Breivik cited the need for the Finance Committee to compare the stand-alone and consortium prices, with added-on DALNET costs. L. Bugg called attention to pages 32 and 33 in the proposal for lists of what is and what is not included in the cost summary. K. Gauri questioned if current DALNET staff will continue. L. Bugg replied this is part of the analysis to be done. K. Gauri also asked that current NOTIS costs be provided. R. Harris commented that the Finance Committee in determining a basis for allocating cost can compare gross costs and individual costs. Discussion then moved to strategies for presenting the information to the decision-makers at member institutions. P. Breivik stated the Wayne President David Adamany is willing to help in this. T. Burns suggested that as at Cal State, DALNET might want to develop prototype views of what will be implemented.

Following lunch, T. Burns responded to the question raised by M. Wheeler as to what assurance there is that this will be a successful partnership. He suggested that Ameritech's performance on other projects be reviewed for successful delivery on-time and that payment be tied to delivery and acceptance testing. K. Tubolino questioned the timeframe in which an Ameritech project manager would operate. T. Burns said this would be from contract signing, to solidify the implementation plan, until at least 1999.

P. Breivik presented DALNET Super Special Certificates to each of the members of the Partnership Task Force.

Before leaving, T. Burns delivered a letter from Lana Porter confirming Ameritech's willingness to pursue the proposal.

DALNET Partnership Team Discussion with Board:
L.Bugg reviewed the team's assessment of the proposal as a strong one with shared vision, sound implementation strategies, evolutionary business guidelines and detailed project plan; there is commitment to Horizon enhancement and involvement of Ameritech Advanced Data Systems. She then reviewed the criteria for the partnership decision:
1) Critical system features: It will be a benefit to work with the vendor to develop these. Discussion ensued on the financial impact of these features and whether costs could be reduced by changing features. P. Breivik noted that the features had been researched before being included.
2) Timeframe: The development schedule is in process. An RFP process would delay the project for a year .
3) Other major benefits: Ameritech offers telecommunications expertise. J. Houser explained that use of frame relay is not only reliable but provides an alternate route.
4) Partnership vs. purchase costs: Some costs are the same regardless of whether DALNET purchases the system or partners with Ameritech.

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5) Intangible benefits: These include attractiveness to funders, drawing new members, roles for DALNET staff and leveraged buying power.
6) Ameritech's ability to deliver: There have been problems with timely delivery.
7) Ameritech's track record: Both F. White and P. Breivik commented on their confidence in Ameritech personnel.
8) Consequences of not partnering: Not only would there be an opportunity lost, but DALNET could face loss of members, current and potential, as well as financial risks.

In assessing DALNET's ability to deliver and the solutions in proposal. L. Bugg noted that one solution might be to separate the DALNET staff from Wayne State University's staff. The proposal provides an opportunity for new directions for DALNET. She summarized that the team recommends that assuming reasonable cost and a contract reflecting Ameritech's commitments, DALNET move forward with the Ameritech partnership. Each team member then individually addressed his/ her reasons for supporting the proposal.

Decision on Partnership Recommendation
M. Auer asked for consensus to go forward.

ACTIONS: The DALNET Chair and DALNET President will send a letter of intent to Ameritech Library Services stating DALNET is interested in pursuing a partnership based on affordability and contract.

M. Auer will forward to Board members a copy of the letter delivered by T. Burns.

A negotiating team will be appointed in consultation with the Board's Executive Committee.

Board members will post on the list serve their thoughts on financial issues. The charge for the Finance Committee will be developed after viewing these comments. Deadline for posting comments is June 6.

L. Bugg offered the assistance of the Partnership Team in determining costs, particularly Intranet costs and telecommunications costs unique for each site.

L. Bugg will forward to each institution the worksheets on which costs for individual systems were based.

Strategy for presenting information to the individual institutions will be discussed further at a later date.

Tentative Future Meeting Dates:
The Board will meet Friday, September 5 at 9:00 a.m. to take action on the report of the Finance Committee. The report should be distributed in August.

Contract review is slated for Wednesday, October 8 at 9:00 a.m.

The Board will make its final decision on Wednesday, November 19 at 9:00 a.m.

M. Auer thanked L. Bugg and the Partnership Team for its work. L. Bugg noted the contributions of the individual team members.

The meeting was adjourned at 3:40 p.m.

Gloria B. Ellis
Secretary