DALNET BOARD MEETING

September 6, 1996 10:00 a.m. - 12:00 noon
Wayne State University, McGregor Conference Center, Room J

Agenda

1. Approval of agenda

2. Approval of minutes (attached)
    a) March 29 meeting
    b) July 25 retreat

3. Announcements
    a) Detroit Public Schools Professional Library negotiations

4. Old Business

5. New Business
    a) Election of Officers--R. Harris
    b) Finance Committee report (attached)--G. Ellis
    c) FY98 DALNET Budget--R. Harris
    d) Goals Committee Report (attached)--S. Frankie
    e) Ameritech Partnership Team report--L. Bugg
        --criteria for partnership decision

6. Adjournment followed by lunch in Room I, McGregor
    Conference Center at 12:30 p.m.

NEXT MEETING: October 7, 1996, 10:00 a.m. - 12:00 noon,
University of Detroit Mercy, Outer Drive Campus,
Ward Conference Center

DALNET BOARD MINUTES

Friday, September 6, 1996
McGregor Memorial Conference Center
Wayne State University

Present:	Margaret E. Auer	UDM
	Deborah L. Adams	BH
	Gloria B. Ellis	Walsh
	Suzanne O. Frankie	OU
	Patricia Senn Breivik	WSU
	Judy Murray	OCC
	Jean Brennan	DMC
	Karen Tubolino	VA
	Karen Fulwood	HH
	Frances O. Young	WCCC
	Phyllis Jose	OL
	Kul B. Gauri	MCC
Excused:	Maurice Wheeler	DPL
	Michele S. Klein	CH
	Nancy Bulgarelli	WBH
Staff:	Louise Bugg	
	Robert Harris	

The meeting was called to order by M. Auer, chair, at 10:00 a.m. at McGregor Memorial Conference Center, Wayne State University.

1. **Agenda**: The agenda was approved as amended by the addition of item 3(b) New date for Board retreat.

2. **Minutes:**

   (a) Minutes of the March 29, 1996 meeting were approved.

   (b) Minutes of the July 25, 1996 retreat were approved.

3. **Announcements**:

(a) **Detroit Public Schools Professional Library**:

R. Harris reviewed the conversations concerning membership in DALNET for the Detroit Public Schools Professional Library. He noted a proposal was made to the schools earlier in the year and several weeks ago he was asked for a price quote. The library, which is used by teachers and focuses on curriculum, has approximately 5,000 volumes and houses the archives for the school system. Board members questioned whether the collection circulates.

Action: There was consensus that negotiations continue.

(b) **New date for Board retreat**:

Because of the dates being scheduled for vendor demonstrations, there is need to move the Board retreat, set for October 7, to a later date. Ameritech has expressed its desire to be the last vendor to demonstrate its products. Detroit Public Library has expressed its interest in viewing more than three vendors.

Action: L. Bugg will document the activities (meetings, telephone conversations, etc.) which preceded the feasibility team meeting with Ameritech on September 4 and 5. This will include those vendors who eliminated themselves because of DALNET's size.

M. Auer and P. Breivik will have an informational meeting with Detroit Public Library's deputy director.

P. Breivik questioned what portion of the demonstration Board members should attend. L. Bugg explained that the demos will offer staff mode one day and public mode the next day. Feedback will be sought through evaluation forms which will include open-ended questions. L. Bugg commented that vendors have been asked to highlight consortium issues, such as a single i.d. card, how the system differs in levels of searching and how components are integrated.

Action: Library school faculty and students will be invited to the demos and asked to provide feedback.

The DRA demo is scheduled for October 9 and 10.

Action: Board members will hold October 21, November 4 and November 18 as dates for the next Board retreat at which time action will be taken on the Ameritech partnership proposal.

4. **Old Business**:

(a) **Committee charges:**

M. Auer will proceed with charges to the Access and Cooperative Purchasing Committees, as discussed at the July 27 retreat. She asked Board members for names of potential members of the purchasing committee. There was a question of whether all committee charges should be reviewed at this time.

Action: There was consensus that two purchasing committees be created, one for hardware and software, the other for cooperative purchasing of resources.

R. Harris pointed out the need to explore whether Wayne State University's academic discount can be extended to all DALNET members. Another issue to be considered is leasing, rather than purchase, of equipment. Participation in a purchasing program would be optional. It was stressed that committee minutes will be circulated to Board Members. Some institutions do not have adequate personnel to staff every DALNET committee, but issues do come to the Board for decision.

5. **New Business**:

(a) **Election of Officers**:

R. Harris distributed ballots for the election of officers. J. Murray suggested that elections be held on biennial basis.

Officers for 1996-1997 are:

Margaret E. Auer	Chair
Maurice Wheeler	Vice Chairman
Gloria B. Ellis	Secretary

(b) **FY 98 DALNET Budget**:

R. Harris distributed the packet of budget materials and reviewed these with the Board. Operating costs for FY98 are estimated to be $1,704,527, an increase of 4.43% over the previous year.

Hardware Maintenance costs have been reduced from 10 to seven percent because of the purchase of newer disk drives. The Finance Committee recommended that the Enhancement Reserve be funded in FY98 at 1.36% of the total budget, or $23,200, which would bring the fund total to $39,200 in that year. No additional capital contribution has been assessed, but the Finance Committee urged that members apprise their institutions that costs will be incurred in the migration to a new system.

Action: The budget was accepted, with the notation that revisions are possible.

(c) **Finance Committee Report:**

G. Ellis, Finance Committee chair, reviewed the principles which were developed at the committee's July 29 meeting. S. Frankie suggested that the first principle be revised to state, "The baseline price should deal with LMS related issues only. It should include those services which are more expensive for a member to be excluded." There was discussion on how to identify the point at which exclusion becomes too costly. New services will be reviewed when added for inclusion in the baseline price or as optional add-ons. R. Harris is preparing models for the committee to consider to cover those costs which are the same for all institutions and which the committee agreed should be equitably shared.

(d) **Goals Committee Report:**

S. Frankie reviewed the work of the Goals Committee. Ideas generated during the July 27 brainstorming session were identified as relating to objectives statements.

L. Bugg questioned the proposed goal of "establish creative partnerships." She stated this was not a goal, but a way of working. Board members concurred.

Action: The Board agreed that the goals for DALNET, from which objectives will be developed, are:

Anticipate and support the information needs of a diverse community of users

Enhance DALNET's capabilities to provide cooperative information services

Establish a role for DALNET as a key voice in statewide planning and implementation of information policies and services

Increase the benefits of membership in DALNET

Increase the visibility and recognition of DALNET

Action: The Goals Task Force, S. Frankie, Chair; J. Brennan, J. Murray and M. Wheeler , will develop objectives for these goals.

(e) **Criteria for partnership decision:**

L. Bugg distributed a draft of criteria for use by the Board in the Ameritech partnership decision.

Action: Board members will offer their comments by September 20 so that the revised criteria will be available before the demonstrations.

L. Bugg and M. Auer reviewed the feasibility team's meetings with Ameritech's team. M. Auer commended L. Bugg for her ability to focus on the issues at these sessions. L. Bugg noted how valuable it is to have two Board members, especially the Board Chair, on the team.

The meeting was adjourned at 12:37 p.m.

Gloria B. Ellis
Secretary

GOALS STATEMENTS FOR DALNET

The goals committee met and developed six goals for DALNET based on the Vision Statement and the ideas generated at the brainstorming session held in July. For the most part the ideas generated during the brainstorming session relate more to objectives statements useful for determining actions to carry out these goals.

After some discussion the committee concluded that, in fact, the vision statement contains the important goal statements needed. Two new goals, ranked as nos. 4 and 5, were added which do not appear in the vision statement.

DRAFT GOALS IN OUR PRIORITY ORDER

RANK

1   Anticipate and support the information needs of a diverse community of users

2   Enhance DALNET's capabilities to provide cooperative information services

3   Establish creative partnerships.

4   Establish a role for DALNET as a key voice in statewide planning and implementation of information policies and services

5   Increase the benefits of membership in DALNET

6   Increase the visibility and recognition of DALNET

Suzanne O. Frankie, Chairperson
Jean Brennan, Hutzel Hospital/DMC
Judy Murray, Oakland Community College
Maurice Wheeler, Detroit Public Library

DALNET Finance Committee

July 29, 1996

PRESENT : Margaret Auer, Patricia Senn Breivik, Gloria Ellis, Kul Gauri, Robert Harris, Phyllis Jose

Discussion focused on the issues drafted for discussion by Patricia Breivik and reviewed by her at the July 25 retreat :

   1. Baseline member services, with flexibility to choose from optional, add-on services

   2. Equal vote for all members

   3. DALNET administrative cost sharing

   4. Founding member status (financial)

   5. Contract termination provision

Various models will be prepared for the committee to review as it drafts specific criteria for the principles on which there was consensus:

   PRINCIPLE : The baseline price should deal with system related issues only. It should include those services which are cost prohibitive for a member to be excluded (e.g., MDAS).

   PRINCIPLE : Members should be equal participants in discussion and in formulating options. There should be a proportional way to vote which recognizes differences in contributions (financial); this would be used only when consensus cannot be reached. As DALNET moves to a new system/services, this would be the time to establish different procedures.

   PRINCIPLE : Some costs are the same for all institutions no matter the size and these should be equitably shared. Currently these are folded into the costs which are proportionately shared. The portion is based on the size of operation : number of terminals, volume (number of records) and circulation. What, in addition to staff costs, should be the same for each member? Should there be a tiered structure? Should a model be based on a baseline of administrative costs, the Library Management System and MDAS? One or more models will be prepared with the base amount increased by tiers. Should changes be phased in? Should there be a positive incentive for unique titles?

   PRINCIPLE : As DALNET moves to a new system, the same contractual arrangements should be applied to all members. Béause of its impact on the budget, contract termination should require a year in addition to the 60 days notice specified.

   New members would impact costs. Current members are non-profit organizations; do we want for-profit members? There is a need to look at legal limitations, both the law itself and the NOTIS contract.

   In answer to the question of DALNET Board liability, Patricia Breivik explained that Wayne State University is the organization involved; the DALNET Board serves in an advisory capacity and therefore is not liable.

The Finance Committee will serve as a " sounding committee" before the budget is presented to the Board for approval. The Board is scheduled to take action on the budget at its September 6 meeting. The Finance Committee will meet Monday, August 26 at 12:30 p.m. at Wayne State University to review the budget. The budget package will be mailed to committee members a week before the meeting.

POSSIBLE AMERITECH PARTNERSHIP
DALNET Board Issues
March 18, 1996

1. **Possible barriers to WSU/DALNET/Ameritech Partnering**

    Question: What does DALNET need to commit upfront to stay with Ameritech?

    A. WSU/DALNET's ability to be a partner

        1) Human and financial resources to be contributed to the project, which will depend on Ameritech's proposal.
        2) The fit of Ameritech's proposal with DALNET's vision and plan for the future, i.e., value to DALNET.
        3) The commitment of member libraries to the project.
        4) Timing of the project with current DALNET commitments.
        5) Other.

    B. Ameritech's ability to be a partner

        1) Ameritech's proposed cost sharing plan for the project.
        2) Ameritech's ability to add this project to their other commitments.
        3) The fit of DALNET's vision and plan with Ameritech's marketing needs and plans, i.e., the value to Ameritech.
        4) Other.

2. **Evaluation process for Ameritech's proposal**

    Question: What do we need to know about the proposal to make a commitment to aggressively try to make it work?

    A. Evaluation criteria

        1) Project goals and objectives.
        2) Feasibility given resource requirements.
        3) Proposed timeline.
        4) Other.

    B. Ameritech's presentation of proposal.

    C. Ameritech's references from similar projects.

    D. Other options for DALNET besides Ameritech.

lb/psb