

## **DALNET Executive Committee Meeting Summary**

Wednesday, 22 January 2003

McNichols Library, University of Detroit Mercy

### **Executive Committee plans ILS marketplace review process**

The top priority at last month's DALNET Board Planning Retreat is to investigate the integrated library system marketplace. To fulfill this directive, staff has convened a team to assess at least four integrated library system vendors to see if they can better meet DALNET's needs. The team is comprised of Masha Barash, Louise Bugg, Adriene Lim and Jeff Trzeciak (Wayne State University); Elizabeth Bollinger (Walsh College); Randy Call (Detroit Public Library); Mary Ann Sheble (Oakland Community College); and Scott Muir and Dee Callaway (DALNET).

During this process, the team will compile information on the capabilities and ballpark costs of various ILS products, with a focus on improved functionality and on services beyond the traditional ILS. This will position the DALNET Board to make a decision at the 30 June 2003 meeting on whether or not to migrate to a different ILS vendor.

In coordination with the DALNET ILS review process, the Detroit Public Library and WSU will do their own ILS reviews. Both libraries will assess their continuing participation in DALNET during this timeframe as well. To support these reviews, staff will load the latest versions of Horizon and iPac so members can compare Horizon with the other ILS products under consideration.

Here is the proposed schedule for the DALNET ILS review process:

Gather info at the ALA Midwinter conference	January 2003
On-site vendor demos for DALNET members	February-March 2003
ILS Review Team reports to Executive Committee	Late March 2003
Executive Committee delivers progress report to Board	28 April 2003
Executive Committee finishes its recommendations for the Board	19 May 2003
DALNET Board makes decision on ILS	30 June 2003

If the Board elects to move to another system, staff will start developing a request for proposals immediately after the 30 June meeting. The RFP process, which will include longer on-site vendor demos and more complete information on functionality and pricing, will take at least six months.

### **Committee revises Cost Allocation Task Force charge**

Priority 2 from the Planning Retreat is to evaluate fees and assess the cost benefits of DALNET membership by 30 March 2003. The Cost Allocation Task Force will complete this assignment. In light of discussions at the Retreat, the Committee asked the Task Force to review the "cafeteria pricing" concept. The Committee also added this item to the Task Force charge: Recommend the best cost allocation formula for DALNET.

## **Executive Committee asks Task Force to begin work on upcoming budgets**

The Executive Committee convened a Budget Task Force to review the 2003-2004 fiscal year budget, and to begin work on the 2004-2005 budget. In close coordination with the Cost Allocation Task Force, this group will craft recommendations for the 24 March Executive Committee meeting. Task Force members: Jerry Bosler, Margaret Auer, Jim Flaherty and Bob Harris. Nancy Bulgarelli will be invited to serve as well.

## **Committee defers analysis of DALNET governance options**

Planning Retreat priority 3 is to review the various scenarios generated during the Retreat, and to recommend the approaches that are best-suited for DALNET's long-term future. The Executive Committee will defer this review process until the ILS Review Team, and the Cost Allocation and Budget Task Forces complete their work.

## **Committee approves 2003 Board and Executive Committee meeting schedules**

During 2003, the Executive Committee and the DALNET Board of Directors will continue the pattern of meeting on the last Monday of each month. The Executive Committee will meet in odd-numbered months, and the Board will meet in even months, except for December. Here is the 2003 meeting schedule for the DALNET Board and the Executive Committee:

<b>The DALNET Board will meet on:</b>	<b>The Executive Committee will meet on:</b>
24 February 2003	24 March 2003
28 April 2003	19 May 2003
30 June 2003	28 July 2003
25 August 2003	29 September 2003
27 October 2003	24 November 2003

## **Next Executive Committee meeting**

The DALNET Executive Committee's next meeting will be from 1-4 PM on Monday, 24 March 2003 at Wayne State University.

## **Attendance at January 2003 Executive Committee meeting**

Jerry Bosler, Margaret Auer, Steven Bowers, James Flaherty, Robert Harris, Nancy Skowronski, Karen Tubolino and Sandra Yee. Staff: Scott Muir and Michael Piper.

13 January 2003

TO: **DALNET EXECUTIVE COMMITTEE**

FROM: Michael Piper

SUBJECT: Upcoming Board and Executive Committee meetings

The Board has agreed to meet every other month in 2003. I suggest that we keep our pattern of meeting the fourth Monday in each month, with Executive Committee meetings in odd months, and Board meetings in even ones. Let's try this arrangement for six months and see how it works. Assuming it is better to get these on your schedule early, I propose these dates. We'll discuss these at your meeting next week, and change them as appropriate. Please bring your calendars for that discussion.

<b>Date</b>	<b>Group</b>	<b>Agenda topics</b>
1/22/03	Executive Committee	Assess retreat results. Prepare for ILS review at ALA Midwinter. Set plans for subsequent meetings
2/24/03	DALNET Board	Preliminary info from ILS review at Midwinter. Retreat follow-up. Work on strategic plan
3/24/03	Executive Committee	Cost Allocation Task Force recommendations. Follow-up on scenarios from retreat. Complete work on strategic plan and submit to Board. ILS marketplace review. Complete Director's 360° performance appraisal and submit to the Board
4/28/03	DALNET Board	Review strategic plan and other items from Executive Committee. ILS marketplace review update
5/19/03	Executive Committee	Formulate ILS migration recommendations
6/30/03	DALNET Board	Make decision about whether or not to move to another ILS vendor. Set meeting plans for the rest of 2003
7/28/03	Executive Committee	
8/25/03	DALNET Board	
9/29/03	Executive Committee	
10/27/03	DALNET Board	
11/24/03	Executive Committee	