

PROPOSED AGENDA

DALNET Executive Committee Meeting

Monday, 21 July 2003

1:00 – 4:30 PM

Dean's Conference Room

Wayne State University Undergraduate Library, Room 3105

(313/577-4020)

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| 1:00 | | Review meeting agenda. (Nancy Skowronski) |
| 1:10 | 1 | Implement planning retreat priorities: Revise DALNET vision statement and develop strategic plan. Desired outcome: Propose goals and objectives for strategic plan |
| 2:00 | 2 | Approve proposed fiscal year 2003-04 budget. Desired outcome: Approve proposed FY 2003-04 budget |
| 2:30 | | Break |
| 2:45 | 3 | Update from the Cost Allocation Task Force. Desired outcome: Provide feedback to the Task Force |
| 3:15 | 4 | Executive Director's performance evaluation. Desired outcome: Advise DALNET President on Executive Director's evaluation (Sandra Yee) |
| 3:45 | 5 | Review actions and agreements from this meeting |
| 4:00 | | Adjourn |

DALNET Executive Committee Meeting Summary
Monday, 21 July 2003
Dean's Conference Room, Wayne State University Libraries

Executive Committee approves fiscal year 2003-2004 DALNET budget

Based on a recommendation from the Budget Task Force, the Executive Committee approved the fiscal year 2003-2004 DALNET budget, as shown in Attachment A. Reflecting cost savings strategies ratified at the June Board meeting, this budget incorporates a 10 percent reduction. Members may choose one of three options for allocating this reduction:

- Option 1: The amount billed the member for FY 2003-2004 will be 10 percent less than originally approved last October. (Fifteen percent less for DMC; see below.)
- Option 2: The amount billed the member for FY 2003-04 will remain the same as originally approved. An amount representing the 10 percent reduction will be held in the DALNET reserve on behalf of, and for the exclusive future use of, the member.
- Option 3: The amount billed the member for FY 2003-04 annual operating costs will be five percent less than the amount originally approved. The remaining five percent budget reduction will be held in the DALNET reserve on behalf of, and for the exclusive future use of, the member.

Based on a request from the Detroit Medical Center, the Committee also approved a one-time additional five percent reduction for DMC, if DMC chooses budget Option 1. This will necessitate a deficit of \$2,948 in the FY 2003-2004 budget. The new cost allocation formula, to be implemented in fiscal year 2004-2005, is expected to provide additional relief for DMC.

Action requested: DALNET Board ratification of the approved FY 2003-2004 budget, as shown on Attachment A.

WSU announces intention to terminate existing agreements with members

Wayne State University, the DALNET host institution, will run its own integrated library system and assume a reduced role in DALNET, effective 1 October 2004. Since the DALNET Online System Agreements include specific obligations for Wayne as the host site, these agreements need to be revised for fiscal year 2004-2005.

DALNET President Sandra Yee said Wayne will send a letter to DALNET members by August 1. This letter will advise the membership that WSU intends to terminate existing agreements, in favor of revised documents that reflect WSU's new role in DALNET. Then, during the coming year, Wayne plans to re-negotiate new agreements with members so these revised agreements can take effect on 1 October 2004.

Wayne had originally intended to amend the agreements. However, WSU's counsel said the best approach is to terminate the existing agreements, and then to re-negotiate new ones. This approach complies with the DALNET Online System Agreement, which stipulates that either party may end the agreement at the close of any fiscal year, upon 60-day written notice before that fiscal year begins.

Committee proposes goals and objectives for draft strategic plan

In June, the DALNET Board reviewed draft Vision, Mission and Values statements prepared by an Executive Committee working group (Jerry Bosler, Steven Bowers and Nancy Bulgarelli). To complement those items, this group prepared a set of proposed goals and objectives for the Executive Committee.

After reviewing these proposed goals and objectives, the Executive Committee proposed several revisions. The working group will refine these items and bring them back for review and approval at upcoming meetings.

Committee offers guidance about proposed DALNET entry fee

The Cost Allocation Task Force (Steven Bowers, Nancy Skowronski, Karen Tubolino and Sandra Yee,) is reviewing the methodology for allocating fees among members. This group will likely propose a base DALNET membership fee, which would be paid by all members, and supplemented by charges for services such as the ILS.

This entry fee needs to be low enough to attract prospective members, yet high enough to yield meaningful revenue. This fee will probably include MiLE along with an opportunity to participate in DALNET services such as continuing education.

The Task Force requested guidance on this question: What level of participation in the decision-making process comes with base membership? Should the entry fee include a DALNET Board seat to give all members a role in the decision-making process? The Executive Committee advised the Task Force that the entry fee should include a seat on the Board, so DALNET can fully benefit from the full participation by all members.

Next Executive Committee meeting

The Executive Committee's next meeting will be from 1-4 PM on Monday, 28 September 2003 at a location to be determined.

Attendance at July 2003 Executive Committee meeting

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