

**DALNET Executive Committee**

November 15, 2005

1:30-4:00pm

Botsford General Hospital

Zieger Administration Building, Classroom A/B

In attendance: D. Adams, C. Agnew, M. Auer, J. Bosler, S. Bowers, B. Harris, L. Mancini, D. Murphy, M. Sheblé, S. Yee

1. Call to order – 1:36 p.m., D. Adams

2. Welcome to Jerry Bosler

J. Bosler was welcomed to the Executive Committee by D. Adams and rest of the Executive Committee.

3. Approval of August 18, 2005 Minutes – C. Agnew

Action/s

Motion from D. Adams: Move to approve the August 18, 2005 Executive Committee minutes with noted corrections.

Motion passed unanimously

4. Search for New Director – S. Yee, M. Sheblé

Information

The DALNET director's job was posted on the websites of WSU, American Libraries, Chronicle of Higher Education, Library Journal and other websites and listservs. S. Yee will send the electronic version of the job posting to the Board in case Board members want to post it to another website or listserv. If anyone posts the job on another website or listserv, they should let S. Yee know.

WSU declined to have an elected search committee; however, one representative from WSU will be on the search committee. The search committee will be formulated now; however they will start their work the first of the year, January 2006. The search committee will meet with Sharon Phillips of WSU's Human Resources Department to go over the hiring process during the committee's first meeting. M. Sheblé will forward S. Phillip's email message to the Board.

J. Bosler, L. Mancini, and C. Wolford from DALNET have volunteered to be on the search committee. We need to try to balance the search committee with different types of libraries. A search committee member does not have to be a Board member. Possible additional members to the committee are J. Emeisher (hospital library) and N. Skowronski (public library). M. Sheblé will submit the names and email addresses of search committee members to S. Phillips. M. Sheblé will be the contact person for the search committee. J. Bosler will share his information/notes from the previous director search. The Executive Committee will have a role in the search.

5. 2006/2007 Budget – B. Harris

Information

We had a surplus of \$54,029 for FY 2004/05 which came from savings in personnel costs. There was a significant savings as software and hardware costs also dropped. We generated more revenue than expected because DPL stayed on the ILS longer than expected. More was spent on travel than expected. Fifty thousand dollars was added to the Program Initiative Reserve. The expenditure for

the Single Database project is actually an encumbrance. Interest earned for the entire year is approximately \$34,000.

B. Harris presented five alternatives to the FY 2006/07 original budget proposal. Option one uses Equipment Reserve funds to cover the cost of hardware maintenance resulting in a 4.87 percent increase in allocations. Option two eliminates the second systems librarian position, creating a savings of \$55,000 and results in a .72 percent decrease in allocations. Option three combines options one and two resulting in a 6.72% decrease in allocations from the current year's budget. Option four eliminates the second systems librarian position with a zero percent increase in allocations. Option five also eliminates the second systems librarian position with a one percent increase in allocations. If the second systems librarian is needed, we will have a deficit. S. Bowers feels that without the second systems librarian DALNET staff will not be able to handle additional projects and will have to focus on maintaining the ILS. The second systems librarian is budgeted for this year. There are currently two vacant systems librarian positions. We need to consider what we feel comfortable using from the reserves. M. Auer recommendation is to take \$55,519 out of the ILS Equipment reserves, pay hardware and a portion of software, increase members' allocations by three percent, fund the second systems librarian position, and use the ILS Equipment reserves fund to pay the difference. B. Harris will send a revised budget scenario for fiscal year 2006/07 to the Executive Committee that reflects the three percent increase, retention of the second systems librarian position, using the ILS Equipment reserves fund to pay any difference.

We need to be careful thinking about what the membership fee will be in the future: Will it always remain at \$5,000 or will it increase? This question will be passed to the Cost Allocation Task Force. The Board needs to consider where any surplus will go each year. We do not want the cost of membership to be prohibitive.

Action/s

Motion from M. Auer: Move that the 2006/07 budget includes a three percent member allocation increase; retain the second systems librarian position and any deficit difference come out of the ILS equipment reserves.

Motion seconded by J. Bosler.

Motion approved unanimously.

6. **Cost Allocation Task Force - M. Sheblé**

Information

The cost allocation formula needs to be reviewed and a recommendation approved by September 2006. L. Mancini, J. Flaherty, J. Bosler, D. Drobný, M. Auer, Bob Harris, S. Bowers, and S. Yee have volunteered to be on the task force. The Executive Committee will discuss the charge of the Cost Allocation Task Force by email. The charge of the previous cost allocation task force is in their report. The report can be found on the DALNET website. M. Sheblé will take a look at the previous charge, make modifications, and send it to the Executive Committee before sending the charge to the Board. The Cost Allocation Task Force is a task force of the Executive Committee, not the Board.

Action/s

Directive by the Board Chair: A Cost Allocation Review Task Force of the Executive Committee shall be appointed with a report due to the Executive Committee by May 2006.

7. **Strategic Plan and Benefits - L. Mancini**

Information

The two documents – the Strategic Directions and Benefits – were presented at the last Board meeting. L. Mancini received comments from one Board member following the meeting. The committee used the feedback to make changes to the two documents. It is possible to create the documents in PowerPoint and turn them into brochure to go on the DALNET website. Someone needs to be assigned to do it.

There were three choices for the vision. Statement number one is the current vision. Statements two and three were given by members.

Action/s

Motion from L. Mancini: Move to adopt choice number three to go to the Board as the vision for DALNET.

Motion seconded by M. Auer.

Motion passed unanimously.

Information

There were two choices for the mission statement. Statement number one is on the website now as DALNET's mission. Statement number two was recommended by a Board member. Statement number two wording should be changed from "through" to "with".

Action/s

Motion from L. Mancini: Move to adopt choice number two to go to the Board with the noted correction as the mission for DALNET.

Motion seconded by J. Bosler.

Motion approved unanimously.

Information

One change should be made to "Our Commitments": delete the word "total" from the second bulleted statement. Dates were deliberately omitted on objectives by the committee. The committee wanted to recommend the process of having the Chair review the directions and goals every two years with DALNET staff. It was suggested to have the Strategic Directions include vision, mission, values, commitments, and goals; removing the objectives and including an addendum that gives objectives with dates. This suggestion will be presented to the Board at the December Board meeting.

Action/s

Motion from L. Mancini: Move for approval of the Strategic Directions with noted changes in commitments and goals, adding the objectives with dates as an addendum.

Motion seconded by J. Bosler.

Motion approved unanimously.

Information

The committee's idea was that individuals can use any of the Benefits to give to administrators at their own institution. The committee envisioned it as a pick and choose document. DALNET can also use the Benefits for marketing purposes. Suggestions were made to the language and wording of the Benefits.

Action/s

Motion from J. Bosler: Recommendation to the Board for adoption of the Benefits with noted corrections.

Motion seconded by M. Auer.

Motion approved unanimously.

Information

S. Bowers demonstrated how the DALNET website (not an actual website yet) will look with new pages: Strategic plan, benefits, promotional materials, and a mock DALNET brochure under promotional materials. Promotional materials will not be under the member side of the website. DALNET image files will go under the member side. S. Bowers recommends that DALNET have a brochure and other promotional materials for the Michigan Library Association's annual conference which will be in Detroit next year. At some point we need to update the DALNET logo and remove the word "imagine". S. Bowers has removed "imagine" from the "About DALNET" page. He also changed "imagine gateway" to "information gateway" on the navigational pane.

Action/s

Motion from D. Murphy: Move that we remove the word imagine from the DALNET website's logo and all literature, letterhead, imagery, etc.

Motion seconded by M. Auer.

Motion Passed unanimously.

8. **Single Database Project – S. Bowers**

Three documents were received from Single Database Task Force for the approval of the Executive Committee. Approval of the documents was tried by email, but only three votes were received, not enough for a quorum.

a. **Vote on three documents**

Action/s

Motion from J. Bosler: Move to recommend to the Board to approve the proposed load order for the merge project.

Motion seconded by L. Mancini.

Motion approved unanimously.

Motion from M. Auer: Move to recommend to the Board to accept the proposed 2<sup>nd</sup> id structure.

Motion seconded by D. Murphy.

Motion approved unanimously.

Motion by D. Murphy: Move to recommend to the Board to accept the proposed initial matching overlay loading algorithm to go forward to Dynix for review.

Motion seconded by L. Mancini.

Motion approved unanimously.

Information

The proposed initial matching overlay loading algorithm document will be reviewed and updated on an ongoing basis and changed as needed. It follows MARC standards. Designated repeatable fields will not be overlaid; only certain fields such as title will actually merge. The algorithm allows us to

proceed with the project. DALNET has an initial proposal from Dynix for \$28,000 to create a custom utility to merge records. The proposal is very vague. There is no actual contract yet with Dynix. Initial discussion with Dynix will take place before we sign a contract. The discussion cannot take place until Dynix has the loading algorithm document. Membership should know that it may cost some money for cleanup.

S. Bowers is not sure Dynix will do the merge before Release 8.0 comes out. The tentative release date for Release 8.0 is March 2006 for new customers. Existing customers have to use Release 8.1, with a tentative release date of June 2006. The tentative release date for HIP 4.1 is November 2005. The tentative release date for HIP 8.0 is March 2006 for new customers and June 2006 for HIP 8.1 for existing customers. We are looking at the merge taking place in December 2006. Horizon 8.1 and HIP 8.1 are simultaneous upgrades. S. Bowers will go over the enhancements of the upcoming releases at the December Board meeting. We still need to merge even though HIP 4.1 allows upgrading of one HIP instead of 15 HIPs.

9. **Role of the Executive Committee – M. Sheblé**  
**Information**

There was some confusion at last the Board meeting as to whether documents went to the Board before the Executive Committee. After the last Board meeting M. Sheblé received several emails and phone calls regarding balance between the Board and the Executive Committee. K. Tubolino forwarded a document to M. Sheblé from M. Piper regarding the roles of the DALNET Executive Committee. The role of the Executive Committee is clear in the Bylaws. Article X, Section 3-b gives examples of the types of issues the Executive Committee should handle. Members want clarification of the circumstances when Board approves recommendations of the Executive Committee versus the Executive Committee approving and the Board affirming. According to the Bylaws, the Executive Committee recommends to the Board and the Board approves in most instances. It is helpful for the Executive Committee to be very explicit in our motions. The Board is not excluded in any decision making. The Board is the decision making arm of DALNET. We need to affirm to our membership they are important. The Executive Committee is not taking over power; it is helping to streamline Board duties. The unapproved Board and Executive Committee minutes will be sent out before Board meetings.

10. **Payment for Domains for Projects – S. Bowers**  
**Information**

S. Bowers recommends that discussion of payment for domains for projects take place via email before the next Board meeting. S. Bowers will email information to the Executive Committee. This is an area for which we have no policy.

11. **Adjournment**

**Action/s**

Motion to adjourn: M. Sheblé.  
Motion seconded by J. Bosler.  
Meeting adjourned at 4:33 p.m.

*Minutes submitted by Crystal Agnew, November 30, 2005.  
Minutes approved by the DALNET Executive Committee March 6, 2006.*

## DALNET Board Duties

- Determine Policies
- Approve Budget\*
- Purchasing Decisions
- Approval of major and unbudgeted purchases
- Determine Initiatives
- Determine Projects
- Determine Programs
- Determine Procedures
- Determine Guidelines
- Staffing Decisions
- Members of the DALNET Board have the right to bring issues before the Board for consideration

\*As inferred by this statement: "Once the DALNET Operational Budget is approved by the Board for a fiscal year, the Director of DALNET Library Services may operate within that budget to make purchases as required."

## DALNET Executive Committee Duties

- Policy recommendations
- Budget development and review
- Vendor-related contractual issues
- Strategic initiatives and goal setting
- DALNET Bylaw review
- Fiscal Agent direction on the performance of the Director of DALNET Library Services
- DALNET staffing recommendations, as necessary
- Membership issue consideration
- Other assignments as requested by the Board

"The Executive Committee is authorized to act on the Board's behalf between Board meetings, with the understanding that Executive Committee actions will be presented for affirmation or approval at the next DALNET Board meeting."