DALNET Executive Committee Meeting
Botsford General Hospital
Zieger Administration Building, Classroom C
March 6, 2006
9:00am-11:30am

In Attendance: D. Adams, C. Agnew, M. Auer, S. Bowers, L. Mancini, D. Murphy, M. Sheblé, S. Yee

1. Call to order – 9:10 a.m., D. Adams

2. Approval of November 15, 2005 Minutes – C. Agnew
    Action/s
    Motion from M. Auer: Move to approve the November 15, 2005 Executive Committee minutes with noted
    corrections.
    Motion seconded by M. Sheblé.
    Motion approved unanimously.

3. New Director Search – S. Yee, M. Sheblé
    Action/s
    Motion from L. Mancini: Move that the Executive Committee enter into Executive Session to discuss
    personnel matters at 9:20 a.m.
    Motion seconded by M. Sheblé.
    Motion approved unanimously.

    Action/s
    Motion from M. Sheblé: Move that the Executive Committee return from Executive Session at 9:35 a.m.
    Motion seconded by M. Auer.
    Motion approved unanimously.

4. Reciprocal Borrowing Agreement – L. Mancini
    Information
    L. Mancini was looking to revise Oakland County Libraries' polices to reflect the rest of DALNET. She
    found the reciprocal borrowing agreement and noticed that it was restricted to academics. Oakland County
    Libraries would like to be a part of the reciprocal borrowing agreement and wants to know how a non-
    academic library can join. The reciprocal borrowing agreement never went into effect because we did not have
    the Horizon software necessary for it to work and then MiLE came into effect. The agreement only included
    academics because hospitals and museums may loan via ILL but most currently do not loan to patrons
    outside of their institutions. Some libraries joined DALNET for reciprocity in borrowing. We need to make
    it clear that we currently do not have a reciprocal borrowing agreement.

    We need to investigate whether there is one program that would supersede all other reciprocal borrowing
    agreements/programs. We should look at MichiCard as an option. Some DALNET libraries are already
    members of MichiCard. A small taskforce, with all types of libraries represented, should be set up that would
    look at the MichiCard agreement and determine what would be the implications, concerns, and options for
    all of DALNET joining MichiCard. Part of the problem with MichiCard is that there is no technology
    involved; you cannot tell if a patron's borrowing privileges are valid unless you call the home library. One
    solution is to issue a DALNET card. Once we are merged, we could use the home library's card. We need to
    put together a list of guest borrowing privileges for each DALNET library so that the home library can give
    this information to their patrons. Every library would not have to participate in the reciprocal borrowing

agreement. After the merger, we still would not be able to check DPL and WSU borrowers via the database until we have NCIP.

Action/s
Motion from D. Murphy: The Executive Committee recommends that the Board set up a multi-type library task force to look at reciprocal borrowing options.
Motion seconded by L. Mancini.
Motion approved unanimously.

5. Project Managers Charge, Membership And Voting—S. Bowers
Information
S. Bowers started a discussion with D. Adams and M. Sheblé about the Project Managers and they realized there was no official charge for Project Managers. They asked S. Bowers to come up with a charge. He used some DALNET background documents to come up with the draft charge. The bylaws stipulate that each working group should have a charge. The Project Managers never had an official charge. The DALNET contract with libraries does not specifically mention that each library has to have a Project Manager. It does mention a contact for technical matters and a Board member for each library. There is no record on file at the DALNET office of anything formal for project managers. The official representative from each institution should be on record. We can put the official Project Managers on the member-side of the DALNET website. Member libraries will have to declare who their Project Manager is every year.

We need to be sure that the charge does not restrict nor exclude non-ILS members. The charge needs to specify the level of authority and responsibilities of Project Managers. The reporting structure is missing from the draft charge. The "composition" section should include information about alternates as well as other staff attending meetings. The charge should specify that there is only one vote per institution. A list is needed of items that Project Managers should send to the Board for either affirmation or recommendation. The draft charge needs another section that outlines the Project managers' authority – they can make decisions but have to keep the Board and the Executive Committee informed. Project Managers usually do not speak directly to the Board. The DALNET office should decide what issues should go to the Board. The DALNET director shall serve as the liaison between the Board and the Project Managers. S. Bowers will send an updated draft charge that incorporates suggestions to the Executive Committee before sending it to the Project Managers for their input.

6. DALNET Office Report – S. Bowers
   a. Single Database Project
      i. Policy updates
         Information
         The updates are more procedural than policy and were approved by the Project Managers on January 30, 2006. The Executive Committee needs to affirm the policy updates rather than approve them. Project Managers will have to inform the DALNET office of any changes made to the status, item types, or location codes in the database from this point forward. Project Managers will be locked out of changing the item status codes; however, they will be able to change the other two codes.

         Action/s
         Motion by M. Auer: The Executive Committee recommends that the Board approves the *Policy Change for All DALNET Database ILS Codes* document with the noted corrections.
         Motion seconded by M. Sheblé.
         Motion approved unanimously.

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ii. Institution Codes Policy

Information

The institution codes policy is a recommendation from the Single Database Task Force. The institution codes policy is more procedural than policy. The approved matching algorithm for the DALNET single database project stipulates that separate entries for each participating library be retained for several MARC fields of matching (merged) bibliographic records. The algorithm also stipulates that for MARC fields where separate entries are retained, a designated subfield with an institutional code must be added to the MARC field to indicate which participating library the separate entry belongs to. The SDTF looked at three institutional codes: the OCLC symbol, the MARC Organization Code, and the Horizon Location Code. The first two codes are often shared by libraries that have more than one location.

Action/s

Motion from M. Auer: Move that this policy be recommended to the Board for affirmation.
Motion seconded by L. Mancini.
Motion approved unanimously.

iii. Workdays

Information

A Single Database Work Day is scheduled for March 24, 2006. The purpose of the work day is to look at database and cataloging standards. The work day is meant for everyone not just catalogers. The DALNET office will be sending out an invitation by the DHMT listserv later this week along with draft documents. Database and cataloging standards are the first of ten different areas that need to be looked at. Another work day is scheduled for April 24, 2006 to go over circulation practices and guidelines.

b. MiLE

Information

SirsiDynix recommended that we upgrade to URSA 4.0. No other library is in production with URSA 4.0. There are no other Horizon libraries set up like DALNET. We are not the only ones having problems with URSA 4.0. SirsiDynix is recommending to the rest of MiLE that they do not go live because they are still having problems. SirsiDynix said they have made some progress but are still seeking a solution. They are trying to see if anyone in MiLE can go live. At the last Project Managers' meeting, the Project Mangers thought we should still try to give MiLE a chance since DALNET has invested a lot of time into MiLE. G. Marck is not spending as much time now with MiLE as in the past but he has weekly contact with SirsiDynix for progress updates. URSA 4.0 was making our HIPs crash. G. Marck has one HIP configured that has not crashed. The MiLE Board has talked about reimbursing libraries from the time MiLE went down until it comes up again. S. Bowers recommends that the Executive Committee talk with G. Marck before deciding to end DALNET's MiLE participation. The Board needs to hear by the next Board meeting what G. Marck recommends and the progress to date with URSA 4.0. The Board can then decide whether or not to continue participating in MiLE.

Project Managers also asked about DALNET joining MelCat but we cannot join until we have a single database or maybe even three to four databases. MeLCat uses Inn-Reach, which will be NCIP compliant. It is not certain whether or not Inn-Reach will be as labor intensive as URSA. We will still have to send patron information and will still have to check to be sure patron information is valid. We will look at joining MeLCat in the spring of 2007. DALNET will have to be put into MeLCat's implementation schedule. Some institutions may prefer being in MiLE rather than MeLCat. Project Managers asked for

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some strategies that can help institutions in the meantime. The DALNET office can set up a custom interface that allows libraries to borrow from just MiLE or DALNET libraries through OCLC.

   c. Office Equipment Motion – approved via email
      Information
      The office equipment motion and vote was made via email. The motion was approved by two-thirds of the Board. Four staff and two laptop computers were approved for replacement. The discussion of training computers was tabled and we need to come back to that discussion at another time. DALNET can do training at other institutions if necessary. We need to consider not just a training lab but a digital center as well.

7. Budget Report – D. Adams (for R. Harris)
   Information
   R. Harris sent the budget report to D. Adams. The over/under amounts on the budget report are against the actual year-to-date amounts, not the full budget. It is easier to look at the over/under amounts against the full budget. R. Harris will follow-up with institutions that still have outstanding balances.

8. Conducting Business by Email – D. Adams
   Information
   Since we are conducting more business by email now, we need to have some guidelines in place. Medical Library Association has a document on conducting business by email. D. Adams tweaked their document to make it more suitable to DALNET's needs. We had trouble getting a quorum during the last email vote and had some technical problems with email. The actual motion should be on the email calling for a vote. The email vote should require a quorum as at a Board meeting. If a quorum is not received for the email vote, the vote will have to wait for a later time. Policies are need for the Board as well as the Executive Committee. We will have similar policies for other committees. If an issue is going to generate a lot of conversation, a vote should not be conducted by email. Members' votes should be sent to both the Chair and the Secretary. The Chair and the Secretary will confirm the results of the vote. The Chair of the Board or Executive Committee will present the tally of the email vote at the next Board or Executive Committee meeting following the email vote. The tally can also be given by email saying the vote has passed or not passed. D. Adams will redraft the *Guidelines for Conducting DALNET Business by Email* and send to them to the Executive Committee for final comments. The Executive Committee will have to vote on recommending the guidelines to the Board.

9. Next Meeting and Adjournment
   The next Executive Committee meeting will be held in May. The exact day and time will be set by email. Meeting adjourned 11:45 a.m.

Minutes submitted by Crystal Agnew.
Minutes approved by the DALNET Executive Committee May 23, 2006.