DALNET BOARD
Wednesday, March 25, 1998
1:00 p.m. to 5:00 p.m.
Dean's Conference Room
Undergraduate Library
Wayne State University

Agenda

I.   Welcome to Newest DALNET Member
   • Detroit Public Schools Professional Libraary

II.   Information Regarding Signing of Contract with Ameritech

III.   Discussion of Addendum to Contracts Between WSU and DALNET Members

IV.   Establishment of the Steering Committee

V.   Consideration of Whether a Task Force Needs to be Established to Change the By-Laws in Keeping with the Contract with Ameritech

VI.   Recommendation from Collection Development Committee Regarding Representation on Access Michigan

VII.   Other *[handwritten: Finance]*
[handwritten: invitation Oakland]
[handwritten: Project Leader]
[handwritten: future Board meetings]
[handwritten: Project Plan Timeline]
[handwritten: connection]

[handwritten: Michelle]

DALNET BOARD MINUTES

Wednesday, March 25, 1998
Dean's Conference Room
David Adamany Undergraduate Library
Wayne State University

Present:

Dr. Patricia Senn Breivik	WSU
Deborah L. Adams	BH
James Flaherty	WCC
Dr. Maurice Wheeler	DPL
Michele S. Klein	CH/HH
Margaret E. Auer	UDM
Phyllis Jose	OL
Jerry Bosler	MCC
Gloria B. Ellis	Walsh
Cherrie M. Mudloff	DMC
Karen Tubolino	VA

Excused:

Judy Murray	OCC

Staff:

Louise Bugg
Robert Harris

The meeting was called to order by M. Auer, chair, at 1:08 p.m. M. Auer listed additional items for the agenda.

I. Welcome the newest DALNET Member:
It was announced that the Detroit Public Schools Professional Library will be joining DALNET. The contract signing is awaiting a suitable public relations piece. Jerome Shepard, who is in charge of the library, will be its representative.

II. Information regarding signing of the contract with Ameritech:
P. Breivik detailed the process by which she has presented the Ameritech proposal budget request to the officers and president at Wayne State University. While she cannot guarantee that Wayne will sign the contract in June, she is proceeding on the basis that the project will move forward. Lana Porter of Ameritech proposed a letter of agreement which allows Ameritech to go forward but provides that Wayne could pull out in June.
Both the deans and vice president groups have labeled the project as "good" and P. Breivik will make a presentation to the Senate on April 1. Wayne is providing the money for a server so that the project can proceed. M. Wheeler noted that he and M. Auer had done what they could to move the project forward with the vice presidents. P. Breivik

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suggested each board member choose what to tell his/her administration and offered to visit any member institution with her vice president.

M. Auer noted that work is continuing on two contracts, the scope of work document with Ameritech Advanced Data Systems for the frame relay and the service desk with Detroit Public Library. Both will come to the Board for approval.

III. Addendum to contract between WSU and DALNET members:
R. Harris distributed a draft of an Addendum to the DALNET Online System Agreement. His goal is to make all contracts similar in their provisions. Members previously had indicated a preference for an addendum rather than a new contract.

ACTION: Members are asked to review the draft and offer comments to R. Harris by April 10.

IV. Establishment of the Steering Committee:
The DALNET Partnership Team submitted its nominees for the six seats on the DALNET. Steering Committee for two year terms from April 1998 through March 2000. M. Auer expressed concern that no community college representative was included and this would not be representative of the DALNET membership. N.Bulgarelli had indicated her willingness to step aside for this change.

ACTION: G. Ellis moved, seconded by C. Mudloff, approval of the Steering Committee membership:
> James Flaherty, Wayne Community College
> Deborah Adams, Botsford Hospital
> John Hauser, Detroit Public Library
> Phyllis Jose, Oakland County Reference Library
> Mary Ann Sheble, University of Detroit Mercy
> Karen Bascany, Wayne State University

The DALNET Project Leader will serve as an ex-officio, non-voting member and will serve as chair of the committee.

V. By-Laws Task Force:
There was consensus that a Task Force is need to change the By-Laws in keeping with the contract with Ameritech. Copies of the by-laws were distributed.

ACTION: K. Tubolino will chair the By-Laws Task Force. Other members are C. Mudloff, J. Bosler and R. Harris. The Task Force was given a deadline of June 1.

VI. Recommendation from Collection Development Committee:
M. Auer reviewed the recommendation of the Collection Development Committee that DALNET ask to be represented on the Access Michigan Steering Committee, because of its multi-type membership, its size and its history of resource sharing and working together.

ACTION: M. Auer will contact G. Needham, M. Hartzell and R. Dykhuis to indicate DALNET's interest in representation on the Steering Committee should an opening become available.

VII. Other:

Finance Committee: G. Ellis reported that the Finance Committee had reviewed the bills which were sent to members for FY98. It had been assumed the bills would be adjusted at the time of contract signing. With the contract signing advanced to June, the committee recommends members be billed six months at the FY98 budget rate and six months under the new allocation model. Members will be billed separately for the capital allocation in the first year of migration and will receive bills also for MDAS fees.

ACTION: G. Ellis moved that the recommendation of the Finance Committee be approved. Motion approved.

Klein's new position:
P. Breivik called attention to Michele Klein's new post as systems director for library services for the Detroit Medical Center.

Invitation from Oakland University:
S. Frankie is inviting the DALNET Board to Oakland University for a "thank you luncheon." Suggested dates are June 2, 12 or 16. S. Frankie will retire September 3.

Project Leader:
L. Bugg is serving as interim Project Leader. A job description has been developed and the position will be posted, subject to funding and contract signing. The Partnership Team will serve as the Search Committee. P. Breivik urged that work begin on posting the part-time marketing position. The Partnership Team will be asked to adapt a job description for the marketing post.

ACTION: On behalf of the Board, M. Auer will thank the Partnership Team for its work.

Project plan time line:
L. Bugg detailed the work entailed in drafting the project plan. This began March 6 for University of Detroit Mercy. Key decisions will need to be made as the first library comes up on Horizon. A two-day meeting is planned on DALNET-wide tasks. By mid- April work will be needed on specifications for the seven enhancements. The Steering Committee will determine who is to be involved. A separate project plan was circulated to the project managers for migrating from MDAS to Infoshare. The consulting project with IBM has begun; this will look at hardware recommendations. Jeff Trzeciak has been hired as assistant director for systems at Wayne State University Libraries.

Z39.50 Connection to Oakland University:

Oakland University has requested a Z39.50 connection. The project managers at their meeting recommended that links be done, but not until the UDM migration is complete and Horizon is operational. This would be the first link to a non-Notis site. P. Breivik recommended reaffirm its interest in direct linkages, but note the project cannot be pursued at this time, until the transition is made.

Grant proposal to Ameritech:

P. Breivik noted a grant proposal has been made to Ameritech Michigan. Copies were distributed. The proposal seeks $150,000 over three years to support the marketing of the DALNET regional information hub.

Future Board Meetings:

M. Auer questioned the need for the future Board meetings. It was agreed that e-mail and / or fax can be used to approve Steering Committee recommendations for the Task Force and work group appointments. There was consensus that the board convene to discuss goals, objectives and policies. J. Bosler raised the issue of standardized tables as one to be referred to the Steering Committee. Members were urged to inform the Steering Committee of other issues to be addressed.

P. Jose recognized G. Ellis's work as Board Secretary and Finance Committee chair. G. Ellis is leaving Walsh College April 23.

The meeting adjourned at 3:15 p.m.

Gloria B. Ellis
Secretary

GE/slm

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From:      Shawn Patterson
To:        auerme
Date:      Thursday, December 4, 1997 10:47 am
Subject:   DALNET Collection Dev. Committee
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Margaret:

At the last meeting of the DALNET Collection Development
Committee, an issue was raised that we would like the DALNET
Board to consider.

During a discussion of IAC's "Health Reference Center--Academic"
database, CD Committee members expressed their opinion that this
database, among others, has potential value not only for DALNET
institutions, but for vast numbers of libraries across the state.
Potentially, then, this database could/should be considered for
inclusion in the AccessMichigan project, to allow access to all
Michigan libraries.
Currently, however, there is no member on the AccessMichigan
Steering Committee to represent the needs of DALNET, a major
state consortium, on such issues as this that have value for
other institutions.

Therefore, we hope that the DALNET Board will consider contacting
the AccessMichigan Steering Committee for the purpose of
installing a DALNET representative on the Committee.

Nancy Skowronski (DPL) has suggested that you contact her for
more information and to discuss the issue further, if needed.

Thanks for considering this issue and the Committee hopes to hear
from you soon.

Shawn

CC: internet:dalnetcd@lists.wayne.edu

RECEIVED

University Libraries

TO: DALNET Board

FROM: Margaret E. Auer, Chair

RE: Update on DALNET/AMERITECH Project
             and Next Board Meeting

DATE: February 2, 1998

I am happy to say that I have one foot out the door for three weeks of vacation where there is sun. But, before I leave, I wanted to get a note out to the DALNET Board bringing you up-to-date on our Ameritech project as well as establishing the date and agenda for our next Board meeting. Pieces of this many of you probably know, but I thought this was a good time to make sure everyone has the same information.

First of all, things are moving ahead well with our Ameritech project.

- There is still work to be done on some key documents related to the contract as well as some minor corrections in the contract, but these things are moving ahead as quickly as things which require legal counsel can go.

- In depth demonstrations for the system are schedule for March 4 for Detroit Mercy personnel and March 5 for other DALNET members.

- Ameritech has hired the project leader after receiving our endorsement.

- The partnership team has worked on the job description for the DALNET project leader and is reviewing a third draft of the AADS Scope of Work responsibilities.

What I need from you at this point and time are your nominations for members of the project Steering Committee. This is a very important responsibility and will at least for the short term, require meetings once a week as we get the project underway. The Partnership Team has discussed the range of representation that we would have on the Steering Committee to make it effective, and I request that you send me not only the nominees' names but also their titles and a sentence or two about what you feel are their particular expertise and/or qualifications for serving in this leadership role. Feel free to nominate more than one person; more nominations will allow the Partnership Team to be able to get the right balance of people (to refresh your

minds of the responsibility of the DALNET Steering Committee, see attachment A). **MAKE SURE THAT YOUR RECOMMENDATIONS ARE IN MY OFFICE BY FRIDAY, FEBRUARY 27TH**.

I would like to schedule our next Board meeting for Wednesday, Mercy 25th at 1:00 p.m. in the Dean's Conference Room, Undergraduate Library, Wayne State University. We will have a full agenda as you will see from attachment B. Since I will be gone, please contact Bob Harris within the next week of receiving this correspondence if you cannot make that date. Should it turn out be problematic for many of you, he will try to reschedule in my absence. Should you have other items you wish added to the enclosed tentative agenda, please forward these to me when you send me your nominations for the steering committee.

I look forward to seeing you on March 25th.

Enclosures

4.1.   The Ameritech Account Manager will liaise with the Ameritech project leader to coordinate expectations and to act as a second advocate in DALNET's behalf with Ameritech associates.

4.2.   There will be an annual meeting between the President of Ameritech Library Services and members of the DALNET Board to provide a formal channel of communication between the top-levels of the partner organizations. The organization executives will review project accomplishments and milestones of the past year and preview challenges and goals for the next year.

5.   DALNET STEERING COMMITTEE

5.1.   DALNET will appoint no more than six representatives to the Steering Committee.

5.2.   Ameritech Library Services will have no permanent representatives on the DALNET Steering Committee.

5.3.   The DALNET project leader will sit on the Steering Committee as an ex-officio, non-voting member.

5.4.   The Steering Committee will meet with the Ameritech project leader and account manager at least three times a year. Additional Ameritech staff, as needed, may attend these meetings.

5.5.   The DALNET Steering Committee is accountable to the DALNET Board.

5.6.   DALNET Steering Committee Responsibilities

5.6.1. Preparing goals and objectives for Board approval.

5.6.2. Approving time-bounded plans designed to achieve goals and objectives.

5.6.3. Reviewing and submitting for Board approval policies and standards related to goals.

5.6.4. Approving staffing action requests brought to the team by the project leaders.

5.6.5. Identifying training needs.

5.6.6. Monitoring the progress of the partnership project to ensure goals and objectives are achieved in a timely manner.

5.6.7. Preparing annual reports on partnership activities.

5.6.8. Developing or reviewing budget requests for the partners' approval.

5.6.9. Recommending procedures for DALNET Board and Ameritech Management Team approval. The procedures to be developed should include:

    5.6.9.1. Evaluating the performance of the project leaders.

    5.6.9.2. Resolving disagreements.

    5.6.9.3. Ensuring the celebration of milestones.

    5.6.9.4. Escalating unresolved problems through the Ameritech Account Manager.

    5.6.9.5. Selecting and evaluating participants in development/enhancement projects.

6. RESPONSIBILITIES OF DALNET PROJECT LEADER

6.1. Overall project management.

Assists the Steering Committee and Ameritech project leader in developing the project plan. Establishes schedules, manages resources, and coordinates the integration of requirements with third-party vendors and DALNET members. Provides consulting for large complex projects, and manages complex delivery issues, difficult political situations, and long timelines.

6.2. Collaborating with Ameritech project leader to establish project implementation teams and to appoint team leaders.

Jeff Trezciac, new Assistant Director for Systems at WSU, will manage Horizon at the central site.

Detroit Area Library Network (DALNET)
Board Meeting Notes
March 25, 1998

Detroit Public Schools Professional Library
The Detroit Public Schools Professional Library has stated its intention to become a member of DALNET. Their public relations promotion is not ready for their official signing. Therefore, they are not yet a member and could not attend.

Ameritech Contract
The new WSU President requires a full budget process for decision making on major projects. This is a new development at WSU. Consequently, DALNET implementation will be affected.. WSU will not be able to sign an agreement until June. It is possible, but remote, that WSU may have to withdraw
.
The WSU Council of Deans has endorsed the project as well as the WSU President's Cabinet. The WSU Faculty Senate will receive a DALNET presentation on April 1. There is wide support. However, funding could be a problem and the new WSU President must be comfortable. The project must be in alignment with the WSU budget.

Ameritech needed a letter of agreement allowing implementation in order to proceed. Thus, a clause has been inserted in the agreement that WSU can pull out of the Ameritech Partnership in June. Ameritech proposed this solution. There is no guarantee that WSU will sign the agreement. In the meantime, everything that can be done to proceed in being done.

Note: How does MCC deal with the issue of the DALNET/ WSU/June issue. How much should be said to upper level administration?

The WSU Horizon Project Director will not be hired for the time being. Louis Bugg will pick up Project Director responsibilities in the meantime. The Ameritech representative, Harry Masik, has been designated and is in place.

Additional contracts to be solidified: 1) scope of work document for frame relay capability, 2) service desk contract with Detroit Public Library.

Addendum to DALNET Online System Agreement
The addendum to DALNET Online System Agreement was presented. Institutions were asked to review and make suggestions to Bob Harris within two weeks, no later than April 10. Note that the last page identifies a change in the ability to terminate DALNET membership.

DALNET Steering Committee Membership
The roster of appointments to the DALNET Steering Committee was presented. It was

possible. Permission was requested to post the job, subject to budget approval. U of D Mercy has begun the implementation process. There is a need to proceed immediately with the preliminary aspects of filling the position. The Partnership Team will be helpful in advertising and screening possible applicants. If all things work well, a new person could be on board in June directly after WSU finalizes its participation in the DALNET Partnership. Local and national advertizing was discussed along with list serves and Web browsers.

Patricia Brevik was also interested in beginning the process to fill the half time grants position. Patricia and the Director of Detroit Public Library will proceed with planning to fill this vacancy.

An implementation meeting was held March 6, 1998 with Ameritech, WSU, DPL, and U of D Mercy. A project plan with dates has been created. A two day meeting is planned to consider the tasks, main projects, sub-projects as well as the DALNET-wide ramifications. Some of the issues raised will need to be settled at the Board level. Actual implementation has been moved back 6 months. U of D Mercy is scheduled to begin in June and complete in December, 1998 .

There are seven enhancements to the Horizon System required by the Partnership Agreement. The DALNET Horizon Steering Committee will put together the specs for these enhancements which are required for migration.

The Infoshare implementation is a separate project that will have to be implemented in the near future to make an immediate transition from MDAS to Infoshare. A consulting plan with hardware recommendations reviews how the run two server sites.

The frame relay component is another aspect of the project. Ameritech did not include this piece in the original contact, but, it is an option. U of D Mercy and WSU require this option and will proceed with planning and implementation.

Standardization of circulation policies in Horizon among DALNET members was proposed. The suggestion will be considered by the Steering Committee.

Oakland University Request for Z39.50
Oakland University has requested a Z39.50 link to DALNET. This has been done in the past for academic institutions in Michigan that had the NOTIS system, i.e. Eastern Michigan University, Western Michigan University, the University of Michigan, Michigan State University. There is a higher level of difficulty in offering a link to an institution with a different automated system.

Oakland University will have Endeavor. DALNET remains interested in networking and establishing direct links across the State, especially with other academic libraries. However, because of the technical variables, the time lines for implementation cannot be guaranteed. There was consensus that DALNET needs to implement Horizon before offering cooperative, direct links to other institutions.

noted that community colleges were not represented. AS presented the composition of the Steering Committee did not adequately represent the composition of DALNET membership. Jim Flarity, WCC, volunteered and was accepted as the community college representative to the Steering Committee.

It was noted that DALNET is changing. With the Horizon System it is more important for member institutions to participate and pull their weight

By- Law Task Force

A Task Force to change the DALNET By-Laws was discussed. There is a need to make the By-Laws consistent with the changes in the Ameritech Partnership Contract. Bob Harris, Jerry Bosler, and two medical librarians were appointed to serve on the By-Law Task Force. Target date for a draft is June 1.

DALNET Representative on Access Michigan Steering Committee

The DALNET Collection Development Committee recommended to the Board that the Access Michigan Steering Committee include a DALNET representative. There is a concern that DALNET interests are affected as the Steering Committee works on deciding electronic resources for the State of Michigan. The rational included: demographics, DALNET's multi-type status as well as the DALNET tradition library networking.

There is little likelihood that the Library of Michigan will name a DALNET representative to the Steering Committee since it is felt the membership is closed until a resignation occurs. There are several Detroit metro representations on the Steering Committee. Public library representative were mentioned from Rochester, Canton and Detroit. The DALNET Chair will send a letter requesting consideration. In the meantime, Nancy Skowronski, DPL, will be asked to broaden her perspective in representing DALNET as well as DPL.

Finance Committee Report

A report was made on the billing considerations in maintaining the old NOTIS system while attempting to migrate to Horizon together with time lines and the costs involved. A motion was made that: members will be re-billed for 6 months on the old billing structure for NOTIS and six months on the new billing structure for Horizon. The reason is that the migration will begin six months latter than originally planned. Note that additional costs will include capitalization and the databases utilized by the respective institution.

DALNET Board Invitation

Sue Frankie, Dean of Oakland University Libraries, has invited the DALNET Board to have lunch at Oakland University. Ms. Frankie is retiring and would like to maintain a DALNET connection for Oakland. She asked for possible dates that the Board Members could attend. The Board agreed to propose:: June 2, 12, 16.

Horizon Implementation

Louis Bugg is serving as interim project leader with input from project managers for Horizon implementation. Ideally, someone will be hired to take this position as soon as

DALNET Grant Request
A DALNET grant proposal has been submitted to Ameritech Michigan for $150,000 to provide supplemental funds to support the development of a showcase regional information hub.

Next Board Meeting
The Board may be called to meet on short notice during the next two months to resolve implementation issues. A June meeting is likely. A specific date was not chosen.