DALNET BOARD OF DIRECTORS
Meeting: Monday, January 22, 2001   canceled
1:00pm - 4:00 pm
University of Detroit Mercy
McNichols Campus

1. Call to Order/Call to the Audience

2. Approval of the Minutes of December 4, 2000 - **ACTION**

3. DALNET Director Search Committee - G. Bosler & R. Holley - Update

4. Finance Committee - G. Bosler
    a) DALNET space/renovation costs - **ACTION**

5. Steering Committee - S. Muir
    a) 2000 Annual Report - information
    b) Goals 2000-2001 - discussion & consensus
    c) Enhancements Summary Report - information & discussion
    d) Horizon Priorities - discussion & consensus
    e) Appt: Jeff Zachwieja/Marygrove to the DALNET Website Committee - **ACTION**

6. Website prototype - Mary Galvin - demonstration

7. Old business
    a) IHDC update - K. Tubolino
    b) Grants update - D. Murphy, R. Holley, L. Bugg

8. New business
    a) Lana Porter visit - when to schedule

9. Confirm Next Board Meeting - Date & Location
    February 26, 2001 - Macomb Community College/South Campus

10. Adjourn

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DALNET BOARD MINUTES
Monday, January 22, 2001
University of Detroit Mercy, McNichols Campus Library

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Present:

Jerry Bosler	MCC
Nancy Bulgarelli	Beaumont Hospital
Marilyn Dow	Hutzel Hospital
Cathy Eames	DMC
James Flaherty	WCCC
Robert Holley	WSU
Phyllis Jose, Chair	OCLL
Mary Sue Livingston	Marygrove
Jennifer Moldwin	DIA
David Murphy	Walsh
Mary Ann Sheble	OCC
Karen Tubolino	VA
Jill VanBuskirk	Mt. Clemens

Staff:

Louise Bugg	DALNET
Duryea Calloway	DALNET
Robert Harris	DALNET
Scott Muir	DALNET

Guests:

Mary Galvin	DIA
W. Curtis Skewes	DALNET (contract)

1. The meeting was called to order by P. Jose, Chair at 1:10 p.m.   The Chair welcomed Marilyn Dow of Hutzel Hospital who is replacing Jean Brennan on the Board, and announced that Mary Sue Livingston was attending the Board meeting, representing Frank White of Marygrove.

2. **ACTION**: J. Bosler moved, seconded by R. Holley, that the minutes of the December 4, 2000 meeting be approved as amended by changing the date in the header from December 1, 2000 to December 4, 2000.
APPROVED

ACTION: J. Bosler moved, seconded by D. Murphy, that the Board go into executive session.
APPROVED

ACTION: J. Bosler moved, seconded by K. Tubolino, that the Board go out of executive session.
APPROVED

ACTION: J. Bosler moved, seconded by D. Murphy that the minutes of the January 3, 2001 special meeting be approved as amended. Section 4 will read "… that Scott Muir should be retained as Project Manager for a temporary period. The new DALNET Director will review position responsibilities and salary, and will post as a permanent position.
APPROVED

3. J. Bosler reported as chair of the DALNET Director Search Committee that the contract has been sent to M. Piper. It is expected that M. Piper will begin in the DALNET Director position on March 1, 2001.

ACTION: R. Holley moved, seconded by D. Murphy to thank J. Bosler for his work as chair of the DALNET Director Search Committee and others who were connected with the search.
APPROVED

4. J. Bosler, chair of the DALNET Finance Committee, reviewed the Committee's recommendation to renovate space in the WSU Kresge-Purdy Library to house the DALNET staff in proximate space. L. Bugg noted that DALNET staff members are receptive to the idea. R. Holley reported that appropriate space has been located and it can be vacated. Improvements will need to be made, including wiring for network access. Because WSU will contribute to the project as both a DALNET member and independently, a cost allocation of 70% for DALNET and 30% for WSU was recommended. D. Murphy suggested revising the Committee recommendation to read, "The cost to DALNET is not to exceed $100,000."

ACTION: The DALNET Finance Committee recommends to the Board that renovation of separate space at the WSU Purdy/Kresge Library be undertaken on behalf of DALNET for the DALNET Systems Staff at a cost not to exceed $100,000 to DALNET.
APPROVED

5.   S. Muir reviewed main points from three Steering Committee documents: Annual Report, Goals, and Horizon Priorities.

a. DALNET Steering Committee 2000 Annual Report, January 1, 2000-September 30, 2000

S. Muir recommended that the Annual Report for the following year should be constructed around the Committee's goals.

b. DALNET Steering Committee Goals, October 1, 2000-September 30, 2001

Board discussion centered on Section 4 of the Committee Goals document and the need to move the DALNET Web Site away from the oversight of the Steering Committee. M. Piper will be asked to review this section and recommend changes. A recommendation

was made to revise Section 1 of the Committee Goals document to read, "Work diligently toward the delivery of the DALNET Horizon contractual enhancements."

c. Horizon Priorities (draft)

S. Muir noted that Section 5 in the Horizon Priorities (draft) document does not mean that new members are placed in low priority. Contractual timelines will be respected. The priorities list should be considered flexible; as priorities shift, revisions will be made.

d. S. Muir reviewed the January 4, 2001 DALNET Enhancements Summary Report, and commented on the following issues:

- Patron Database Enhancement: The DALNET Circulation Standards Committee reviewed the new solution proposed by *epixtech*. Their report is not yet ready for Board presentation.

- Remote Patron Authentication (RPA) Enhancement: DALNET and UDM are working to test RPA for a single library. DALNET will draft requirements for RPA consortia use and send them to the Steering Committee for discussion.

- Integrated Booking Module: The DALNET Media Scheduling Task Force drafted a list of functional requirements. The Steering Committee will be asked to evaluate the list. J. Bosler indicated that MCC may be interested in using this module, and was urged to contact UDM for more information.

S. Muir provided updates on the following Horizon issues:

- Horizon 6.0 and Sybase 11.1.2: The DALNET Office is progressing well toward implementing Horizon 6.0 for WSU. A Sybase upgrade across all DALNET library databases will soon be completed. S. Muir will draft a project plan for the DALNET-wide Horizon 6.0 implementation.

- Broadcast searching: With the exception of title searches beginning with the non-filing characters "the," broadcast searching is working. Up to six libraries can be searched concurrently. The Steering Committee will be asked to review functionality and send their recommendations to the Finance Committee. The Finance Committee will decide whether to approve a full or partial payment.

- iPAC: DALNET personnel are working toward implementing iPAC 1.0. D. Murphy expressed concern over the loss of functionality between WebPac and this release of iPAC, and would like to wait for iPAC 1.1. There will be a phased-in migration to iPAC, and iPAC 1.1 will probably be released before all DALNET libraries migrate. *epixtech* is working with DALNET to make iPAC work. DALNET needs more information on how to split the load for multiple libraries between two servers and how to facilitate broadcast searching across machines.

e. **ACTION**: J. Bosler moved, seconded by D. Murphy, the appointment of Jeff Zachwieja (Marygrove College) to the DALNET Web Site Committee.
APPROVED

ACTION: J. Bosler moved, seconded by D. Murphy, the appointment of Mariya Barash (DALNET/WSU) to the Shared Authority File Enhancement Task Force and the IHDC Metadata Task Force.
APPROVED

6. M. Galvin (chair, DALNET Web Site Committee) and W. C. Skewes distributed a handout with a description of the DALNET Web site design prototype. The Web site will be developed more comprehensively after input from relevant DALNET groups has been reviewed. Comments from Board members were:

- Need direct link to broadcast searching
- Need link to DALNET personnel (M. Galvin: Will appear under "Contact us")
- Incorporate profiles of each DALNET library
- Web site is easy to navigate

The Committee will send a link for the updated version of the Web site to the Board for review and approval by February 21, 2001. The target date for implementing the new Web site is Feburary 28, 2001.

ACTION: J. Flaherty moved, seconded by J. Bosler to approve the DALNET Web site prototype as presented.
APPROVED

7. Old business
a. K. Tubolino (chair, IDHC) provided an update on IDHC developments. Minutes of the November 29, 2000 joint Steering Committee-IHDC meeting were distributed to members of the two committees and project managers. The survey on possible digital projects from DALNET libraries was distributed to the project managers and is due back to the IDHC by February 8, 2001. The IDHC is drafting criteria for evaluating projects for the Information Hub, and a project plan for the Hub. P. Jose will forward the project plan to the Finance Committee and the Board for review before it is given to M. Piper. The project to implement the Health Sciences Calendar is fully underway. A contract was signed with Strategic Staffing Solutions, and the task force hopes to have a ten agency prototype working within three months. The Calendar needs a name. K. Tubolino will post a message to the Board listserv to give Board members a chance for input. As projects emerge, continuity should be maintained across naming conventions. Board members agreed that local identity was important and it was suggested that DALNET identification in naming conventions was preferred over Im@gine.

b. R. Holley and D. Murphy provided an update on Grant opportunities. WSUL and the Reuther Archives are looking at opportunities for grants to preserve a collection of Detroit News photographs. This would be a WSU project, rather than cooperative. The

Assistant Director of the WSU Science and Engineering Library (SEL) is taking the lead on the IMLS grant. The Detroit Historical Society recently pulled out of the project. D. Murphy reported that the DALNET Grants Committee is attempting to identify a core group of possible funders to approach and will contact them before developing proposals for DALNET projects.

L. Bugg distributed an LSTA Grant Project volunteer form, and a handout from a slide presentation from the January 5, 2001 OWLS, DALNET, and SLC meeting, "Shared Catalog & Initiated Request Project." She reviewed the roles of the Steering Committee and the five teams. Chairs of each team will also be members of the Steering Committee. Representatives from DALNET and DALNET libraries on the LSTA Grant Planning Committee are: J. Bosler, L. Bugg, D. Callaway, D. Murphy, and S. Muir. DALNET needs to name two representatives to serve on the LSTA Grant Steering Committee. P. Jose will send an email asking for volunteers. L. Bugg will forward a message to the DALNETPB listserv to solicit additional representation on various teams from DALNET libraries.

c. L. Bugg spoke about the Project Mangers' recommendation to reduce the number of DALNET listservs. The proposal would merge the DHMT and DALNET lists, and discontinue use of the DALNET PM list in favor of using the combined Project Managers and Public Board list, DALNETPB. There were no objections from the Board and direction was given by P. Jose to proceed.

d. R. Holley and S. Muir reported on meetings with *epixtech* personnel during Mid-winter ALA. R. Holley expressed DALNET's concerns about the following:

- Delay in delivering enhancements
- Lack of convergence between past and current job responsibilities of T. Brown, new VP of Customer Operations

R. Holley also indicated that *epixtech* needs to do a better job of providing customer services to DALNET.

S. Muir noted that the new VP of Customer Operations listened to and seemed receptive to DALNET concerns.

e. S. Muir reported on issues addressed during the Mid-winter ALA Horizon SIG meeting for larger libraries. *epixtech* needs to "think big" to address the needs of this customer base. Concern was expressed over the number of personnel leaving *epixtech* who had worked on projects that impact larger sites. In response to a Board member's question, S. Muir provided names of a number of larger Horizon libraries.

8. New Business
a. P. Jose spoke about the need to schedule a meeting for the DALNET Board with Lana Porter. It was the consensus of Board members to try to schedule the visit in April. P. Jose will ask M. Auer to contact L. Porter to see if an April meeting is possible.

b. Board members discussed plans for introducing M. Piper to members of DALNET libraries, and personnel from MLC and the Library of Michigan. Board members suggested planning a lunch before the March, 2001 Project Manager's meeting to provide time for project managers to interact with M. Piper in an informal setting. M. Piper will meet a broader range of DALNET libraries personnel when he visits each of the libraries soon after he arrives.

9. The February 26 Board meeting will be held at Macomb Community College, South Campus. The option of canceling the February 26 meeting if there are no agenda items that need immediate discussion is at the discretion of the Chair.

10. Meeting adjourned 3:02 p.m.

Mary Ann Sheble
DALNET Board Secretary