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WAYNE STATE UNIVERSITY
LIBRARY OFFICE

DALNET BOARD OF DIRECTORS
Meeting: Monday, November 29, 1999
1:15 pm - 4:30 pm

Dean's Conference Room/WSU David Adamany Undergraduate Library

AGENDA

1. Call to Order/Call to the Audience
2. Approval of the Minutes of October 11, 1999 (previously mailed) - ACTION
3. Discussion with Lana Porter/Ameritech Library Services
4. Presentation by Valerie Marks/Ameritech Interactive Media Services
5. Finance Committee Report (J. Bosler)
 - Z39.50 connectivity - Information
 - creation of Affiliate Member category for Z39.50 connects - Consensus to proceed
6. Ameritech Liaison Report (M. Auer)
 - Logo - Information
 - Video: Performance venues & Possible award applications - Discussion/Consensus
7. Director of DALNET Online System Report (L. Bugg)
 - WAN Network Administrator/C. Cherewick - Frame relay update
 - NOTIS shut down plans - including clarification of downloading NOTIS data
 - DALNET Project Leader - Changing responsibilities/assignments
8. DALNET Project Leaders Report (S. Muir)
 - HUGM meeting
 - Steering Committee - future role
9. DALNET Outreach Coordinator Report (D. Callaway)
 - Status of member prospects
 - Health Services Group - future plans
 - Future breakfast groups
10. Committees & Task Forces - ACTION & Information/Memo included (S. Muir/P. Jose)
11. Old Business
 - DALNET/Ameritech grant (P. Jose/M. Wheeler)
Change of purpose - ACTION - Confirming Resolution Needed
12. New Business.
13. Next Board meeting. (Establish a 2000 meeting schedule??)
14. Adjournment.

DALNET BOARD MINUTES

Monday November 29, 1999
Dean's Conference Room
David Adamany Undergraduate Library
Wayne State University

Present:

Jerry Bosler	MCC
David Murphy	Walsh
Robert Holley	WSU
James A Flaherty	WCC
Margaret E Auer	UDM
Karen Tubolino	VA
Ann Walaskay	OCC
Phyllis Jose	OCL
Nancy Bulgarelli	Beaumont
Jennifer Moldwin	DIA
Nancy Skowronski for Maurice Wheeler	DPL
Cathy Eames	Childrens
Jean Brennan	Harper

Staff: Dee Callaway
Louise Bugg
Robert Harris
Jeffrey Trzeciak

Guests: Ameritech Library Services: Lana Porter, President; Bill Easton, Regional Manager; Harry Masek, Ameritech/DALNET Project Leader Valerie Marks, VP of Ameritech Interactive Media Services and Gene Dunne, Marketing Manager

1. The meeting was called to order by P. Jose, Chair at 1:20PM.
2. Minutes of the ^{Oct. 11, 1999} ~~July 27, 1999~~ Board meeting were amended in section 5, first paragraph by K Tubolino by deleting the second sentence of the ACTION item.
ACTION: M. Auer moved, seconded by R. Holley, that minutes be approved as amended.
APPROVED.
3. V. Marks, Ameritech Interactive Media Services Discussion was introduced by L. Porter. She gave a brief overview of the merger of Ameritech with SBC and the equity investment in Prodigy. G. Dunne gave a presentation on the Ameritech Internet Family of Services. These services include: managed secure internet access; virtual private network; managed internet access; private line access; ISDN LAN; E-mail and messaging; web hosting; and dialup access through Ameritech.net. They will be able to support ADSL line access which combines high bandwidth and remote locations. They offer quality equipment, good reputation, integrated services, and local support. G Dunne also described the Affinity Program which would return 2%-5% on new associate accounts. Gene Dunne can be contacted at 312 960-3938. Jay Aho, Internet Specialist can be contacted locally at 313 886-4930.
4. L. Porter addressed three major issues:
 - a. WebPAC 1.3 – ALS was forced to stop work on this about a month ago since no progress was being made and too many snags in the beta product were turning up. L. Porter offered us an interim solution that she says will allow for broadcast searching. This functionality works on NT platform so she will loan us any equipment and software to beta run this version which is neither 1.2 nor 1.3. We can install in January and it should be ready for full release in March. She also promised regular conference calls to assist DALNET staff with any problems or questions.

WebPAC 2.0 is now expected to be released Dec 2000 but even this version may not give us full broadcast searching. There are now 5 full time staff working on the new product.

J. Trzeciak was clear that DALNET staff could not work on this until after all libraries have migrated successfully. L. Porter will check to see if there are additional consulting support they could offer us. DALNET may want to consider using another product in the interim such as WUI.

L. Porter will get back to DALNET on the following questions:

- Is there a limit of 6 catalogs in any one broadcast search? In the new product? In WebPAC2.0?
- What are the components in the March release?
- What are the components in the 2.0 release?

Meg Fisher and Rick Ferrante are the contacts for this at Ameritech.

- b. System performance issues – There is a current trial at a large university site so they are working on this. The idea of super Marc map indexes to improve keyword searching was discussed. DALNET has some concerns about the time it would take to make this work and if the results are not significant it would not be worth our time. What sites are using super indexes? What help is there from Ameritech? L. Porter promised to check on IndyCat which was work done in Indiana with ProIndex.
- c. System Upgrade support – This will be referred to Meg Fisher who is working on it with Scott. They may have some tools to aid us with making the process more efficient. We will need a plan after January when all libraries are up on Horizon.

L. Porter then gave a brief summary of the Ameritech Library Services sale. Since ALS was a small entity in the larger corporation it was sometimes difficult to get attention and resources to pursue business as they would have liked. On Nov 19 SBC approved the sale of ALS to two investment firms "21st Century Group and Greenleaf Bridge." This pending federal approval and they expect all to be finalized on Dec 15. She feels they will have more flexibility in developing products and joint ventures. They will increase staffing by 10%.

She has received only positive responses from her current staff.

This should not impact our frame relay agreement with AADS but DALNET will need to review the contract to change the billing and contact to go direct and not through ALS. We may need an addendum to the contracts.

Board discussion on these issues followed. Does DALNET want to pursue a relationship with AIMS at this time? Consensus was to keep options open since there may be opportunities at various institutions to promote the Affinity program. How should we proceed with WebPAC? We will await L Porters response to our questions and then this issue will go to the Steering Committee which meets in Dec. If we take up the offer of NT interim solution, biweekly conference calls will be important. How hampered are we without broadcast searching? It does not impact on RSS implementation. The Access Committee has set up guidelines that reflect Michicard agreements which means it is open to anyone who signs the agreement.

5. The Finance committee brought some issues to the Board.

Oakland University is interested in a Z39.50 connection to DALNET which involves two issues; technical feasibility of connecting which takes time and reciprocal borrowing agreements. With this in mind the Finance committee was interested in proposing a new category called 'Affiliate' After further discussion there were additional questions for the Finance committee. How is this different than Z39.50 access to U of M? Is RSS the real issue? OWLS has done something similar so is there a way we can connect with them?

J. Bosler withdrew the motion on Affiliate status pending further study.

P. Jose would like the Access Committee to investigate the Affiliate category and a possible OWLS DALNET grant from LSTA. This grant would have to be in by the end of March.

6. Ameritech liaison report:

- a. M. Auer asked Kim Gatlin about who owns the copyright to our logo. It is common to hand it over to the client but Kim will check and get back to her.
- b. The John Cotton Dana award from ALA is given for video production. Submission of videos has to be in by Dec. 29. The Grants committee chaired by David Murphy will submit the paper work required to include the DALNET video in this year's contest. The Executive committee will review the document which will not need full board review.
- c. There was a concern about whether there should be any restrictions on the use of the DALNET video. The board agreed that any member can distribute it as they think best within their institution but the board also strongly suggests that there be some brief introduction to the video followed by a person and phone number to contact for further information. Any other use will be reviewed by the Executive Committee for immediate action if time is a factor and then it would go to the full board for a final approval.

7. L. Bugg reported on these system issues:

Cathy Cherewick has been hired on an hourly basis to help with the frame relay. Some of her current project include DPL, a plan to go the Internet access automatically if the frame relay fails, work on the Help Desk in assist them in identifying router problems. She is on staff through December. In January she will work part time on the firewall installation.

Notis shutdown is progressing. The last Quik reports and any special reports will be run in Dec. the final circ will be done between Dec 16 and 22. Luis will be turned off Dec 23; all Z39.50 links will be gone but staff mode will be up until Dec 31. It was decided to keep the last backup tape in storage for one year.

The role of DALNET project manager will be changing. S. Muir will be focusing more on the following issues after Jan 1- enhancements with Ameritech and systems upgrade; projects like RSS and taking the lead on grant proposals etc.; working with new members as they join DALNET; and liaison with Ameritech.

8. The future role of the Steering Committee will be looked into.

9. Report from the Outreach Coordinator:

- Rochester College - R. Harris, D. Callaway, L. Bugg and P. Jose went there and Bill Easton will be going out shortly. They are not currently automated.
- Marygrove College - This is proceeding but slowly
- Greenfield Village - Moving ahead
- Schoolcraft - D. Callaway will be contacting them
- Health Services Group - A community calendar will be the first project with various agencies
- Economic Development Cte - Various people will be called on to give advice such as the College of Urban Affairs at WSU.
- Culture and Historic Cte - This will be launched after the first of the year
- Archdiocese High Schools - Survey results are coming in and Dee will work on a plan. At this time 7 or 8 have responded out of 34.

10. Committees and Task Forces:

ACTION: The Steering Committee requests approval of the following membership change to the Shared Patron Database TF: Michelle Klein and Barbara Finn are no longer with the DMC libraries. Mary Jo Durivage from the VA has agreed to represent the medical libraries on this task force. Membership will be Fran Young/UDM, Chair; Bob Marcelain/DPL; Jan Miller/MCC; Sandra Martin/WSU; MaryJo Durivage, VA.

APPROVED

ACTION: The Steering Committee has approved dismissing the Systems Administration Task Force and the Technology Issues Task Force with thanks for the work they have accomplished.

APPROVED

ACTION: J. Bosler moved, seconded by J. Brennan, that the Collection Development Committee will continue for six months with May Anne Nagler/OCC to serve as Chair and Sandra Church/UDM as members. The need for this will then be reevaluated at the end of six months.

APPROVED

ACTION: M. Auer moved, seconded by J. Bosler, that Nancy Bulgarelli/Beaumont be appointed to serve on the DALNET Finance Committee.

APPROVED

11. DALNET Ameritech Grant

The request for the second part of the grant for \$50,000 had to be sent in to Ameritech. It is recommended that a change of purpose be included. Originally the second part of the grant assumed that projects would be in place and that this money would be used to train staff at other organizations or associations. Instead DALNET would like to use this money to continue to develop the projects that have been identified and any training would take place at a later date.

ACTION: R. Holley moved, seconded by A. Walaskay, to confirm the request to change the purpose of the second part of the DALNET/Ameritech grant as outlined on page 4 of the grant report (document 11 in the packet).

APPROVED

12. New business:

DPL will go live with Horizon on Wednesday, Dec 1. Ameritech staff will be on site. Problems will be handled through the help desk.

The Help Desk will go live for DALNET at 9AM on Monday, Dec. 6, 1999. The number is 313/833-4790.

J. Flaharty suggested that DALNET send out a press release in January after all libraries are on Horizon.

ACTION: J. Bosler moved, seconded by J. Brennan, that DALNET fund a lunch and send out letters of appreciation to the DALNET systems staff who worked so diligently to accomplish this goal.

APPROVED.

Next meeting was set for Jan 24, 2000.

Meeting adjourned at 5:00PM.

Karen M Tubolino

Secretary



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November 17, 1999

TO: DALNET Board Members
FROM: Phyllis Jose, DALNET Board Chair
SUBJECT: Committee & Task Force Information/Issues

1) Shared Patron Database Task Force: **ACTION**

The Steering Committee requests approval of the following membership change to the Shared Patron Database TF: Michele Klein and Barbara Finn are no longer with the DMC libraries. Mary Jo Durivage from the VA has agreed to represent the medical libraries on this task force. As a result, the TF membership would be:

Fran Young/UDM - Chair
Bob Marcelain/DPL
Jan Miller/MCC
Sandra Martin/WSU
Mary Jo Durivage/VA

2) Horizon Systems Administration TF & the Horizon Technology Issues TF: **ACTION**

The Steering Committee has approved dismissing these Task Forces (with thanks for the work they have accomplished). I have asked Scott Muir to provide background information and details on how these issues will be handled in the future.

3) DALNET Collection Development Committee:

The continuing need for this committee was discussed at the PM meeting. The consensus was to have the committee continue for six months and then re-evaluate.

ACTION - The Board is asked to approve the following changes to the committee:

- ▶ Mary Anne Nagler/OCC to serve as Chair (replacing Jennifer Nolan who has left UDM)
- ▶ Sandra Church/UDM - appointed (replacing Jennifer Nolan/UDM)

4) Current DALNET Committees: **Information**

I will be contacting each of the Committee Chairs to find out the status of the committee's work, any concerns or issues with the committee membership, etc.

DETROIT PUBLIC LIBRARY

5201 WOODWARD AVENUE, DETROIT, MICHIGAN 48202 313 833-1000

MAURICE B. WHEELER, Ph. D., Director

November 16, 1999

Ms. Lisa Hamway
Director, Corporate Contributions
Ameritech
444 Michigan Avenue, Ste. 1550
Detroit, MI 48226

Dear Ms. Hamway:

These are exciting times for libraries! Customer service, programming, collection management and infrastructure issues are high on our individual agendas. However, it is the rapidly changing world of technology that pushed the electronic access issue to the top of the agenda at many public, academic and special libraries. As a result, we are now challenged to creatively and innovatively meet customers' demand for greater access to information. And, it is an overwhelming challenge. Collaborative efforts are key to responding to the many technological issues we face. DALNET member libraries are encouraged about our partnership with Ameritech in developing the Southeast Michigan Information Hub, an electronic information resource that will increase the level of access in this community.

DALNET's work to further develop and implement the information hub is supported by strategies and products from Phase I of our project. I am pleased to provide you with the enclosed detailed report about our activities. We are especially proud of the video, which will allow us to gain support from area information providers. Significant interest was generated in our first meeting with health care community information providers. This is likely an indication of the additional successes we will encounter when begin to work with economic development and cultural/historical agencies, our next areas of emphases. We are optimistic about the direction of the Southeast Michigan Information Hub and are eager to continue our work with Ameritech's support.

This letter represents a formal request for the remaining \$50,000 for Phase II. In addition we are requesting some adjustments to our budget, which will yield a carryover amount of \$21,500 to be used in the Phase II of the project.

The Southeast Michigan Information Hub will provide an important service to this community. As the DALNET partners have worked together during Phase I, we have been reminded that there are countless resources available and the information hub will provide an important access point for area residents.

On behalf of DALNET, I offer sincere thanks for your commitment to information sharing. If you have any questions about the contents of the reports, please feel free to contact me at 313-833-3995.

Yours for libraries,

A handwritten signature in cursive script, appearing to read "M B Wheeler".

Maurice B. Wheeler, Ph.D.
Director

/as

cc: DALNET Board of Directors



11

Introduction

DALNET, The Detroit Area Library Network, Ameritech Library Services (ALS) and Ameritech Advanced Data Services (AADS) entered into a partnership agreement to implement an integrated library and information system. The system and the planned enhancements provided an opportunity for the development of a local information hub serving the seven county area of southeast Michigan.

The Detroit Area Library Network (DALNET), through the Friends of the Detroit Public Library, was awarded \$50,000 by Ameritech of Michigan to implement phase 1 of a program designed to promote public awareness of the planned development of a *Southeast Michigan Information Hub*. This initial phase focused on community information providers and policy makers as a strategic step toward gaining support for design, use and further promotion of the hub.

The planning of activities conducted under this grant began during the 3rd quarter of 1998. All DALNET members have provided leadership and assistance in the development of the activities planned and conducted under this grant, thus assuring that the interests of the populations served by the member libraries have been included and addressed.

Initial Community Contacts

An introductory Powerpoint® presentation was developed to visually depict the various types of information that can be included within the system. To accompany this presentation an introductory brochure was developed. Both of these instruments were used to solicit comments and suggestions from various stakeholders within the seven-county service area of DALNET. The presentation was given to:

- SEMCOG (South East Michigan Council of Governments) – technology, library and administrative personnel
- University Libraries Advisory Council – Wayne State University
- College of Nursing – Research Faculty, Wayne State University

The University of Detroit Mercy/Media Services assumed the task of the development of two pilot databases. The databases *Father Edward J. Dowling, S.J.-Great Lakes Shipping Collection Database* and an imaging project with the School of Architecture provided the first opportunity to have online demonstrations introducing the concept of an information hub. The premier public demonstration of the image database component was held during the ACRL 9th National Conference, Detroit, Michigan, April 8-11, 1999.

Logo Development

Two preliminary actions became necessary to complete a thorough marketing approach – a name for the system and a logo.

1. The DALNET board of directors established the name for the system — *Im@gine*.
2. The logo (shown above) was designed with the assistance of the DALNET Board of Directors and Ameritech of Michigan.

Video Production

The DALNET board authorized an ad hoc committee to develop a video designed to describe *Im@gine* and to solicit participation. Chaired by DALNET board member, Dr. Maurice Wheeler, the committee defined the uses of the video, developed the script and designed the total production steps. Production was completed in September 1999.

Simultaneous with the video production, a series of activities and presentations were given to potential information providers. These presentations were developed to include educational institutions and libraries that serve diverse populations within the seven-county service area.

- Community Colleges – May 1999
Continental breakfast meeting was held for all community colleges within the seven-county service area. The audience also included some small independent colleges. Representatives from Ameritech Library Services were included in the presentation.
- The Library Cooperative of Macomb – June 1999
An on-line presentation was given to the members of the cooperative. The cooperative has a membership of 22 public libraries that are located within Macomb and Oakland County.

- **Individual Presentations**

One-on-one presentations have been made to a series of potential DALNET members and information providers.

Archdiocese of Detroit – Secondary Schools – June 1999

Greenfield Village/Henry Ford Museum – June and October 1999

Cleary College System – August 1999

Rochester College - August and October 1999

Marygrove College – September 1999

Community Information Providers – Breakfasts

With the success in using ad hoc committees to develop special projects, the DALNET Board established committees to plan and implement public awareness breakfasts for designated groups of potential information providers.

The first of a planned series of breakfast meetings was held for community health, health research and specific health agencies on October 15, 1999. This was the initial opportunity to use the informational video produced under this grant.

Using focus-group methodology, the participating agencies offered ideas and suggestions to be used in the formulation of the information hub, as it will relate to community health. A nucleus of participants has agreed to participate in an advisory role in the final design of this portion of the hub. They further agreed to refer other agencies that should be included. Through this venue it has been decided that a *Community Health Calendar* will be the first development project.

The next two areas of emphasis will be 1) the community and governmental agencies related to economic development and 2) the cultural/historical agencies. Planning committees have been formed for each of these designated groups and the breakfast meetings will be held early in the year 2000 for each of these groups.

Outcomes

Significant interest in DALNET membership has been generated within the academic and museum library community. Contract proposals have been made to two libraries and are awaiting final administrative decisions. The prospective members will further the network of community information providers.

There is still a need to further identify agencies and organizations that produce and/or possess information on the local level that can be included in the hub. Demonstration projects need to be developed to encourage participation by these groups. The development of these demonstration projects will necessitate a different approach to be implemented in Phase II of the grant.

Im@gine is an intuitive system and does not require the level of user training originally proposed in the grant application. We have assessed that prospective information providers need concrete examples of how to develop, organize and use their local information in the format of system integrated databases. These examples or test databases should be publicized to encourage more agency participation.

Therefore, we request that a modification of performance be allowed in the grant to develop two sample databases with a minimum of supporting printed materials. This modification would adjust the categories of the budget while not affecting the cumulative total.

The requested adjustments are:

Print materials	\$ 2,000
Consultants (database design)	26,000
Data collection, organization, on-line publishing	40,000
Miscellaneous e.g. mailings, supplies	3,500
TOTAL	\$ 71,500*

* Includes \$21,500 unexpended funds carried forward from Phase I

Phase I Expenditures

Video Production		
University Television	\$	19,000
Honorariums		
Host		2,500
Voice Over		100
Breakfast Meetings		
Westin Hotel		1,300
Miscellaneous		300
Promotional items (logo cups, clips)		1,600
2 planned meetings		2,700
Invitations/mailings		640
Brochure		
Printing/Materials		350
		<hr/>
Total Encumbered Funds	\$	28,490

Attachments

Brochure

Developed for exhibition at ACRL Conference

Invitation

Used for Information Provider's breakfast meetings

Exhibits

Video