

**DALNET Board of Directors  
Meeting Minutes  
Monday, 22 July 2002  
Wayne State University**

**DALNET Board discusses partnership with *epixtech***

The Board met with *epixtech* representatives to discuss strategic issues, focusing on the theme “Where is *epixtech* going, and how does DALNET fit in?” Julian Critchfield, Chief Technology Officer, and Bill Easton, Senior Account Manager, outlined the ILS vendor’s vision, key areas of focus, and upcoming product development timetable.

**Vision:** Critchfield said *epixtech*’s vision is “To provide functionality to libraries that meets their specific market needs while providing seamless information integration and interoperability across platforms, vendors and material types.” To support this vision, *epix* is using standards-based, open architecture to accelerate the launch of new, more stable products on schedule.

**Key focus areas:** According to Critchfield, *epix* is focusing on merging library standards like MARC with computer industry standards such as Java and XML in its product development. The ILS vendor is also continuing its practice of contextual inquiry and design, which entails site visits, user interviews for workflow analysis, and Beta testing with partners such as DALNET. Critchfield said *epixtech* intends to continue establishing relationships with other vendors to speed product development as well. An example is the partnership with Progressive Technology Federal Systems (PTFS) to create DigitaLink.

Critchfield’s outline of key areas of focus for *epixtech* includes:

- Integrating greater extensibility into Horizon so that the ILS software will be easier to support, maintain and upgrade.
- Customizing iPac to achieve different “skins” or “views” for different markets. This year, *epixtech* will fulfill a priority identified in DALNET’s Horizon Assessment, with the release of one such customized “view”: the Children’s online public access catalog.
- Making it easy to personalize Horizon, so library staff members can customize navigation and toolbars within modules to achieve improved workflow and enhanced productivity.
- Developing enhancements for consortia, such as record ownership, scoping searches by location, union catalogs searchable by all consortial members, and easy software distribution to speed upgrades. Critchfield noted that DALNET plays a key role in helping *epix* develop products for consortia.

**Development timetable:** According to Critchfield, *epixtech* intends to release one major product upgrade each year, with a minor release in between. Upcoming product plans include:

- **Horizon 7.2**, which is now available. It incorporates features such as a MARC editor, record ownership, and acquisitions enhancements. DALNET plans to implement Horizon 7.2 and iPac 2.01 this fall. These products will support faster broadcast searching, a priority in the DALNET Horizon Assessment.
- **August 2002: DigitaLink**, *epixtech*'s "comprehensive digital library solution," is slated for release. DALNET is a Beta test site for this product.
- **September 2002: Reciprocal borrowing**, another DALNET priority in the Horizon Assessment, is due out in this timeframe. It will require Horizon 7.2, which supports NCIP, the National Circulation Interchange Protocol.
- **December 2002: Horizon 7.3** is slated for release. It will include enhanced report generation capability, improved email notification, and additional support for NCIP, a key issue for the MiLE resource-sharing project.
- **Late 2002: zServer Pro** will support the Bath Profile of the Z39.50 Information Retrieval Protocol. This will enhance Horizon's search and retrieval capability with library catalogs and other electronic resource discovery services worldwide.
- **January 2003: iPac 2.1**, scheduled for release early next year, will feature enhanced usage statistics and "de-duping" of search results, along with support for the Open URL standard.
- **2003:** The authority loader, another priority in the Horizon Assessment, is due later next year. Other improvements slated for 2003 release include acquisitions and circulation enhancements for consortia, e-payment capability, support for other database management systems such as Oracle, a Web link checker, and upgraded authentication capability.

**Next steps:** After the *epix* representatives left for the airport, the Board discussed its next steps with regard to the partnership with *epixtech*. Board members agreed that Horizon 7.2 is a critical release for DALNET. If Horizon 7.2 is as good as *epixtech* says, then it will be a big step toward addressing long-standing concerns among DALNET members.

Horizon 7.2 will provide an opportunity for evaluating the ILS feature set, assessing *epixtech*'s reliability, and for appraising the firm's long-term suitability as a continuing partner. As it plans for the future, the Board will monitor *epixtech*'s follow-through with regard to the delivery of upgrades and enhancements, using the Horizon Assessment as a benchmark.

After discussing the Horizon 7.2 implementation timetable developed with the Project Managers, the Board asked DALNET staff to get Horizon 7.2 and iPac 2.01 running in the test environment as soon as possible, to enable members to assess these products. DALNET will aim for having Horizon 7.2 and iPac 2.02 in Production by January 2003. Then we'll begin evaluating Horizon 7.3 early next year, with the intent of upgrading to that version in the summer of 2003.

## **Board approves recommendations concerning revamped committee structure**

One of the Planning Team's assignments is to review the current DALNET committees, and to present recommendations for an improved committee structure. After discussion, the Board approved the Planning Team's report and recommendations, on a motion by J. Randolph Call, seconded by Deborah Adams. A copy of the approved recommendations is attached.

## **Board approves June meeting minutes**

The Board approved the minutes for the June Board meeting, as presented. These minutes will be posted in the "Services to Members" section on the DALNET Web site.

## **Next DALNET Board meeting: 26 August 2002, at a location to be announced**

The next DALNET Board of Directors meeting will be on Monday, 26 August, from 1 – 4 PM in a location to be announced. Details will follow. Board members agreed to set locations for the rest of this year's meetings via the Board's electronic discussion list.

## **DALNET Board members present**

Deborah Adams	Botsford Hospital
Jerry Bosler	Macomb Community College
Steven Bowers	Rochester College
J. Randolph Call	Detroit Public Library (for Nancy Skowronski)
Marilyn Dow	Detroit Medical Center
Cathy Eames	Children's Hospital of Michigan
James Flaherty	Wayne County Community College District
Phyllis Jose	Oakland County Law Library
George Libbey	University of Detroit Mercy (for Margaret Auer)
Patricia Orr	Henry Ford Museum and Greenfield Village
Mary Ann Sheble	Oakland Community College
Karen Tubolino	Department of Veterans Affairs Medical Center
Sandra Yee	Wayne State University

## **Guests**

Bill Easton	<i>epixtech, Inc.</i>
Julian Critchfield	<i>epixtech, Inc.</i>

## **DALNET staff**

Duryea Callaway	Elaine Hendriks	Michael Piper
Robert Harris	Scott Muir	

*Draft meeting minutes submitted 25 July 2002 by Michael Piper. Approved by DALNET Board: 26 August 2002.*

**DALNET Planning Team Committee Reorganization Recommendations**  
**Approved by the DALNET Board on 23 July 2002**

One of the Planning Team's assignments is to review the current DALNET committees, and to present recommendations for an improved committee structure. This report outlines the Planning Team's revised and updated proposals for improved committee arrangements.

With these recommendations, the Planning Team is advocating that the Board reduce the number of working groups, expand the role of the Project Managers, and issue written charges for each working group, to be reviewed by the Board and the Project Managers on a regular basis.

Each group's charge should include clear objectives, and outline when deliverables are due. Charges for ad hoc task forces should include stated end points, and when the group is expected to complete its work and retire.

This revised report reflects results of the DALNET Committee survey, which elicited 35 responses pertaining to 12 different committees, and which generally supported the Planning Team's recommendations. Please contact Michael Piper for a copy of the DALNET Committee survey results.

<b>Committee Name</b>	<b>Advises</b>	<b>Comments</b>
Executive Committee	Board of Directors	<b>Retain.</b> On 20 May, the Board approved the Planning Team's recommendation to expand the Executive Committee's membership to include the current members of the Budget and Finance Committee. Next, staff will work with this group to develop a proposed charge statement for the newly configured Executive Committee.
Project Managers	Board of Directors	<b>Retain.</b> The Planning Team proposes to enhance the Project Managers role. Use Project Managers as the representative leadership group to review ILS and technology initiatives, oversee implementation of these initiatives at DALNET sites, recommend technical policies, procedures and standards, and serve as a basis for DALNET task forces. These ad hoc groups would include those who are best suited to address issues related to each task force's charge. The Planning Team is working with the Project Managers to develop a revised charge for this group.

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<b>Committee Name</b>	<b>Advises</b>	<b>Comments</b>
Electronic Resources Committee	Project Managers	<b>Restructure.</b> Set up Electronic Resources Committee to focus on digitization projects and electronic resource development and integration of these services into the DALNET Gateway. Next step: Planning Team will return at an upcoming Board meeting with a more detailed proposal about this group's charge.
DALNET Technology Advisory Committee	Project Managers	This new group will look at new and advanced technologies with current and future application for DALNET, including their integration with the ILS and the gateway, where applicable. Next step: The Planning Team will return at an upcoming Board meeting with a more detailed proposal.
Steering Committee	Board of Directors	<b>Retire.</b> The Project Managers can address tasks that might have been delegated by this group. For example, the Project Managers can convene a Vendor Liaison Task Force to keep an eye on <i>epixtech</i> enhancements and new versions. The Project Managers can also recruit other working groups as necessary.
Grants	Board of Directors	<b>Retire.</b> This group has not had any activity, and the committee chair recommends that it be retired. Reconvene as needed, on an ad hoc basis, for developing future grant projects.
Collection Access	Board of Directors	<b>Retire,</b> per recommendation from the committee chair.

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New Member Policy Group	Currently reports to Board. Move to the Executive Committee	<b>Retain.</b> This new ad hoc group that will retire when it completes its work. Will report to the Executive Committee.
Business/Economic Resources Task Force	IHDC	<b>Retire.</b> Thank the members for their work and ask the Electronic Resources Committee to build on that work.
Health Resources Task Force	Currently reports to IHDC. Move to the new E-Resources Committee	<b>Retain</b> under new Electronic Resources Committee. This group has been leading the development of the Health Calendar, and is still needed.
Metadata Task Force	Currently reports to IHDC. Merge with the Database Standards Task Force	<b>Retain.</b> This group plans to complete its work this year, and proposes that it then be retired. Future metadata efforts can be merged into the Database Standards group, or the Database Standards Committee can spin off ad hoc working groups as appropriate.
Catalog Authority Design Task Force	Currently reports to Steering Committee. Merge into the Database Standards Committee	<b>Retire.</b> Assign this group's work to the Database Standards Committee.
Children's OPAC Task Force	Currently reports to the Steering Committee. Move to Project Managers	<b>Retain,</b> then retire group after it finishes evaluating children's version of iPac, which is due this year.

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<b>Committee Name</b>	<b>Advises</b>	<b>Comments</b>
ILL Document Delivery Task Force	Steering Committee	<b>Retire</b> , per recommendation from the Task Force Chair, who sees no need for a separate DALNET working group on this topic.
Media Booking Task Force	Steering Committee	<b>Retire</b> . Project Managers can convene a new Task Force when epixtech delivers a product for us to review
Circulation Standards	Assistant Director	<b>Retire</b> . Delegate any standards work to the Database Standards Committee. Propose that the Project Managers set up a discussion group on this topic, per suggestion from a survey respondent.
Database Standards Committee	Currently advises Assistant Director. Move to Project Managers	<b>Retain</b> . Review and update group charge and membership. Pick up Metadata and Cataloging Authority assignments. Ask Anaclare to convene a meeting of this group to recommend charge and deliverables.
Website Committee	Assistant Director	<b>Retire</b> . This committee has completed its assignment.
Vendor relations	Project Managers	The Board sees no need for this proposed new group. DALNET staff is responsible for providing liaison with <i>epixtech</i> , with assistance from the Board and from working groups, as needed.

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