

**DALNET Steering Committee Agenda
December 13, 1999
Botsford Hospital
Classroom C - Zieger building**

Agenda and Review of Minutes	8:30-8:45
ALS Support Update – Muir WebPAC options Response Time	8:45-9:00
DALNET Support Documentation - Muir Project Manager's Evaluations - Bugg DALNET staffing	9:00-9:45
Enhancements Use of SSN by DALNET - Muir LCSH Tape Loading - Call	9:45-10:15
Steering Committee Role IHDC proposal– Bugg AIMS – from Board Other	10:15-10:45
NOTIS farewell celebration	10:45-11:15
Announcements Next meeting: January 10, 2000 - WCCCD Future meetings	11:15-11:30
Minutes: Bacsanyi	

DRAFT
DALNET Steering Committee
Minutes
December 13, 1999
Botsford Hospital

Present: S. Muir, D. Adams, K. Bacsanyi, L. Bugg, R. Call, J Flaherty, P. Jose, G. Libbey, H. Masek, M. Sheble

Absent: N. Skowronski

New item to the agenda

AADS Billing—Ameritech Library Services will have a new name on the 15th or 16th and AADS will now bill directly to the institution. Harry will check to see if we need an addendum to the contract or letter of understanding to clarify this new payment process.

ALS Support

Louise, Jeff Trzeciak, and Scott have weekly calls to discuss updates on WebPAC, response time, and other issues. It has been proposed that WebPAC 2.0 be used rather than 1.4 (which has not yet been released). It is supposedly faster and richer and will allow for broadcast searching. The interim option would provide for broadcast searching for WebPAC. The time factor is critical whether NT or 1.4 or 2.0 will be used. ALS has promised a loaner of an NT server if that solution is used. Version 2.0 will provide adjacency, proximity and ProIndex keyword searching. The use of Mega Indexes is another option to improve response time for both WebPAC and StaffPac. It is in test at University of Utah and maybe a solution for large databases. Another topic of the weekly calls is the need for improved maintenance programs.

Louise and Jeff have also made contacts with OCLC about using Web Z as an interim option. Horizon and OCLC WebZ is running at University of Tennessee, Knoxville. WebPAC response time and broadcast searching are especially important for the DALNET Information Hub development process. Solutions must be found.

These weekly calls will continue until these major issues are resolved.

Documentation—All documentation is available over the web. The contract stipulates that one copy is available per site and Louise will contact Margaret Auer about contract requirements, formats and supplies.

Project Manager's Evaluation.

Both Scott (and Harry) are up for review for salary and bonus considerations. Ameritech sent us their evaluation form. A procedure will be developed and recommended to the Board. Louise and Scott will develop a list of Scott's initiatives for

evaluation at the next SC meeting on January 10th. The SC represents a cross section of all various groups so it was decided to recommend that it would have enough knowledge to proceed with the evaluation.

Harry Masek's Evaluation—The process will consist of a letter being written by the Steering Committee that will be presented to the board.

Ameritech Library Services Staff—Harry recommended that the committee write a letter to Lana Porter recognizing the contributions of staff for their personnel files. Mark Bucholtz, Paul Johnson, Tim Hyde, Jeff Staten, Jeff Olson, and Doug Kaniuk deserve recognition for their efforts for DALNET. Louise will write the letter of recognition that will be sent to Lana with a copy to Phyllis as chair of the Board.

DALNET Staffing—The issue of contract vs. part time hires was addressed. The current part-time DPL Wan Administrator has done an excellent job and she maybe able to continue on a part time basis for other tasks. The Webmaster position has never been filled and is a critical position. The status of the help desk personnel needs clarification. These are issues that need to be addressed by Maurice Wheeler (DPL) and Dr. Holley (WSU). The status of these positions may need review and changes may require an amendment to the contract between DPL and WSU. L. Bugg will pursue.

Enhancements

Patron identification--Social Security Number status. There are two possibilities:

1. SSN
2. Birth date and last four digits of the Social Security Number

DALNET needs a response from DPL

LCSH Tape Loading

The Cataloging Task Force recommended that there are major problems with the loader and recommended that no loading be done until solutions are in place. Using the loader will only compound problems. WSU is manually fixing problems, which is requiring lots of time and energy. A second conference call with ALS will be held to discuss this problem and Louise Bugg will attend. The question remains-- should we buy and store the weekly tapes now or wait for Sunrise and then purchase the entire file on tape and load.

Jeff, Anna, and Scott will develop a calendar of events for the major tasks of the next calendar year.

Steering Committee Role

The SC will continue to meet, reviewing their charge and future tasks at the January and February meetings.

Louise Bugg and Phyllis Jose presented a draft of a charge and membership for a new Information Hub Development Committee (IHDC) to the DALNET Board. The

proposed charge and member list will be discussed and finalized at the next SC meeting. Please send any comments and list of names to Louise.

AIMS

Is there a role for AIMS in DALNET's future? Possibilities include serving as a pipe (ISP), a web hosting service, assisting with frame relay through AADS and pricing (favored status). Dee and Harry will meet with AIMS contact and Scott will chair. They will meet in the New Year.

NOTIS Farewell and Imagine Celebration

Various ways to celebrate the milestone were discussed and some type of celebration will occur in the New Year of 2000. Possibilities include a lunch for DALNET staff, cards from member libraries for DALNET staff, a reading of NOTIS poetry, a DALNET wide reception, and some type of commemorative for all, and Horizon marketing items.

Migration updates

DPL came live on DEC 1. Three sites have networking issues (two of which are temporary facilities and will probably use dial-up connections).

The Help Desk at DPL is an important issue that will be discussed with Nancy Skowronski and at the next Project Manager's meeting on January 10, 2000.

Both OCC and WCCCD (Wayne County Community College District) will be migrated to HORIZON by the end of the week.

Group 5 libraries

Grace Sinai—equipment has been ordered

Huron Valley—equipment has been ordered

Detroit Public Schools—Professional Library—the contract needs one signature

Mt Clemens will not be participating in HORIZON

Announcement:

DALNET's new domain name is imagine.dalnet.lib.mi.us.

Next Meetings:

January 10, 2000 WCCCD (Bugg to do minutes unless Skowronski comes)

February 14, Botsford (Bacsanyi will bring treats)

March 13, Botsford

Notes by K. Bacsanyi