1. Introductions, Review and Acceptance of Agenda.
Comley welcomed attendees, and Council members introduced themselves. Roca made and Gjelten seconded a motion for approval of the Agenda as presented.

2. Review of Minutes of September 9, 2011
Roca made and Gjelten seconded a motion that the minutes be approved as distributed. Motion approved.

Grimes noted that Larry Pogemiller has been appointed to serve as Director of the Minnesota Office of Higher Education. She explained that, by law, the state surplus predicted in the November Budget Forecast will need to be saved. The 2012 Legislative Session is expected to adjourn in late April. The boundaries of new Congressional districts and state legislative districts are expected to be announced in late February.

4. Cost Savings through Minitex – a review of FY11
DeJohn opened discussion of the topic, noting that Minitex programs and services had saved participating libraries in the three-state region $89,415,638 during FY11. Council members discussed whether the term “value added” is a better description of Minitex’s activities as opposed to “cost savings.”
5. **Minitex Future Budget Issues – FY12 and FY13**

DeJohn discussed budget actions that will be needed to deal with the reduced level of the Minitex state appropriation. With the surplus expected for the Minnesota budget for FY12 based on the November Budget Forecast, cuts in addition to those made during the Legislative Session are not expected at this time. Reductions in subsidies to academic institutions for support of electronic database subscriptions will not need to be as deep as originally proposed.

DeJohn explained that staff will consider whether reductions to the Electronic Library for Minnesota (ELM) will be needed for FY14 and FY15 to deal with anticipated shortfalls. The existing ELM contracts run through June 30, 2012, and two annual renewals are possible after that. Bivens noted the issues raised by studies that show overlap in coverage of journals and other electronic resources among packages offered by major resource aggregators. DeJohn said that plans developed to deal with reductions would be presented to the Minitex Electronic Information Resources Task Force and the Advisory Council. He noted the varying levels of use of ELM databases by users of academic, public, K12, and state government libraries and said many factors must be taken into consideration. Council members discussed how Minitex’s varied funding sources have impact for ELM decisions.

**Lougee Spoke with the Council about DeJohn’s Upcoming Retirement and Plans for Identifying a New Minitex Director**

A search committee will be formed that will be advisory to the University Librarian, who has responsibility for selecting the next Director. Ringwelski and Parker will serve as Interim Co-Directors from Jan. 12 until the new Director begins work. The informal timeline calls for distribution of the position description in early January, and it is hoped that interviews can be scheduled in the spring. The Council thanked DeJohn for his leadership.

6. **MnLINK Gateway – Minitex/MnLINK ILL Committee Reports**

Olson made and Roca seconded a motion for revisions to the description and purpose of the Minitex/MnLINK ILL Committee. The Overview and Purpose now read:

**Overview**

*In support of the vision statement adopted by the Library Planning Task Force, we will work towards facilitating improved resource sharing throughout Minnesota by addressing the following objectives:*

- Maintain an awareness of social and technological trends and their impact on user expectations in resource sharing.
- Monitor resource-sharing software options that are currently available and in development.
- Develop recommendations and expectations regarding operational procedures and policies.
- Consider the delivery implications as we develop recommendations for new types of services.
- Communicate and coordinate with other groups and stakeholders as appropriate.
- Alert the appropriate stakeholders of issue that are outside this group’s responsibility.

**Purpose**

- Share and communicate about the committee’s work with the library community.
- Explore, discuss and make recommendations on resource sharing policies affecting libraries in Minnesota.
- Advise and make recommendations on the use, configuration and interconnections of resource sharing software used by Minitex and MnLINK Gateway libraries.
- Facilitate communication of best practices for resource sharing by Minnesota libraries.
- Explore the needs and new options available for delivery of materials in our changing environment.
- Determine what issues are outside the purview of the Committee and to be addressed by other groups.
7. Minnesota Library Access Center
DeJohn noted that libraries with items stored in MLAC have signed the revised Memo of Agreement, which states that the libraries agree to retain their items in MLAC for a minimum of 25 years. Minitex and University Libraries staff made presentations at the Minnesota Library Association Annual Conference about MLAC in response to recommendations that additional educational programs and material be provided to help Minnesota libraries become more familiar with MLAC. (The PowerPoint slides from the MLA presentation are available at: http://www.minitex.umn.edu/40th/Presentations/mlaMlacPresentation.pdf) Minitex staff continues to explore topics related to storage of duplicate print books and journals as well as print and electronic duplicates of the same item.

8. Minnesota Digital Library – Update Report
DeJohn updated the Council about MDL activities related to preservation, noting that a new report, “Minnesota Digital Libraries Preservation Report,” is available on the MDL website: http://www.mndigital.org/projects/preservation/ The project documented in this report was designed to provide the MDL with a comparative analysis of preservation alternatives to help MDL leaders consider the best possible choice for a Minnesota preservation solution. Minnesota Reflections projects have helped libraries and cultural heritage institutions become familiar with scanning of collection materials, but preservation of these materials is a separate issue that will require long-term planning. The Minnesota Historical Society maintains a preservation lab and offers preservation workshops. Creating collections organized around a single topic made up of materials from different organizations is also a topic is ongoing discussion.

Walton noted that resources available in Minnesota Reflections are being used to support portions of the state K-12 curriculum. Minitex Reference Outreach and Instruction staff also talk about Minnesota Reflections in workshops they provide in connection with National History Day in Minnesota schools.

9. Minitex Director’s Report
DeJohn reported that he has received new expressions of interest in the graphic, “ROLE OF LIBRARIES PRE-K – 20 & BEYOND: LIFELONG LEARNING.” (http://www.minitex.umn.edu/Communications/Director/RoleLibraries.pdf) Barbara Jauquet-Kalinoski, Director, Northwest Regional Library, has adapted the graphic to highlight the roles of school media centers, public libraries, and academic libraries and Minitex in providing services to their communities. Lukkarila said she had used the graphic in presentations to her city council.

DeJohn reported on the progress of AskMN, saying that additional libraries are joining the online reference service and that the number of questions asked of AskMN is increasing. Libraries that are full AskMN participants can see the questions that are asked by their patrons. Parker noted that there is no extra cost for participating libraries. AskMN’s FY11 annual report is available at: http://www.minitex.umn.edu/Reference/AskMNFY11AnnualReport.pdf

10. Member Reports: North Dakota, South Dakota, Minnesota & other Issues.
Bivens reported on his first year as North Dakota State Librarian, noting that a number of changes are underway at the State Library. Some staff now serve as field service librarians and are available to visit libraries throughout the state. A new disaster preparedness plan came in particularly handy when flooding occurred in Minot and other North Dakota cities during 2011. The State Library was fortunate in receiving a $200,000 increase from the state legislature during the year. The State Library is enhancing its publications programs, and the North Dakota State Library Coordinating Council will be an important resource.

11. Adjournment
The Council adjourned to attend a luncheon in honor of DeJohn and his leadership.

Planned meetings for remainder of FY12: March 2, June 2