1. **Introductions and review and acceptance of the agenda**
   Roca moved and Olson seconded a motion for acceptance of the agenda as distributed.

2. **Review of Minutes of September 13, 2013**
   Roca moved and Olson seconded a motion for approval of the September 13, 2013, minutes as distributed.

3. **Minnesota Office of Higher Education Report**
   There was no report.

4. **Minnesota Digital Library Update**
   Conley welcomed Jason Roy, project manager of the DPLA/MDL project. Roy updated Council members on the work of the Minnesota Digital Library (MDL) and its collaboration with the Digital Public Library of America (DPLA). He noted that MDL has received a grant from the Knight Foundation in connection with its work as a DPLA service hub. Part of this activity will be working with groups like the Minneapolis Institute of Arts, Minnesota Public Radio, Twin Cities Public Television, and St. Paul Chamber Orchestra that are not current MDL participants. These organizations have digital content that they may wish to have represented in DPLA, and MDL
may serve as an on-ramp to get metadata about this content into DPLA. There is investigation underway of how MDL, in its role as a regional service hub, could help to bring metadata about digital collections in surrounding states into DPLA.

Roy noted that MDL is regarded as much more robust and mature than other DPLA participants. Because of MDL’s decade of work, MDL has addressed many of the issues and problems that are now being encountered by newer organizations.

Urban and Horton discussed the role that social media postings have had in boosting MDL activity. Since MDL metadata point searchers back to the digital content’s home organization, these increases have meant wider attention for MDL participating organizations.

Lougee said she has talked with Dan Cohen, DPLA’s executive director, about the importance of including federal, state, and other government documents in DPLA. Urban noted that Cohen will be the keynote speaker for the MDL conference in June.

Also, Roy said there is interest in getting stories and other information about immigration to the United States more fully represented in DPLA. Olson agreed, noting that there is interest in increasing the amount of material available in MDL about immigration to MDL.

5. MDL/DPA

Horton discussed ongoing work related to updating MDL’s governance structure. A structure is being planned that would pull together and formalize MDL’s current decentralized governance and operating structures. Among the goals are inclusion of more of MDL’s participants in its operational and governance activities, increased transparency for decision making, and creation of methods for demonstrating accountability for MDL’s funding sources. The Council discussed the draft of new guiding principles. Horton said possible staffing changes were under review, but final decisions would not be made until the new governance structure is approved.

6. Updates on Topics of Interest

- **ELM RFP**: Parker reported on the progress of work to prepare for the RFP for electronic resources that are to be available statewide through the Electronic Library for Minnesota (ELM) effective in Fiscal Year 2015. She noted that funding from North Dakota and South Dakota sources for current e-resource contracts has meant that some of the resources are available in those states. She noted that University of Minnesota Purchasing will issue the RFP. The target date for selection and access to the resources is June 30, 2014. Horton noted that there were 35 million searches and 15 million downloads of full text materials of ELM resources during Fiscal Year 2013.

- **E-Book Summit**: Nelson reported that a statewide discussion is underway about issues relating to acquisition of and access to e-books by Minnesota libraries. An ad hoc group is working with the goals of: a) providing education to Minnesota library staff about the issues surrounding e-books, b) seeking a common approach to e-book issues, c) identifying next steps, and d) determining whether a statewide e-book program would be feasible or appropriate.

- **Minnesota Library Access Center (MLAC)**: Lougee noted that Minitex is responsible for managing MLAC. Describing current activity related to MLAC, Lougee noted that all libraries that have deposited books and journals in MLAC have agreed to keep the material there for at least 25 years. She noted that a pilot project exploring issues related to deduplication of materials in MLAC is underway. MLAC staff are working on a withdrawal pilot project for serials. The Mayo collection in MLAC is serving as the main holding collection. The University of Minnesota Libraries have begun to store some
materials in leased space. Also, additional storage space needs are included in University of Minnesota capital improvement planning.

7. Minitex Planning

Horton reviewed the progress of Minitex’s strategic planning process, noting that new mission, vision, and guiding principle documents have been developed. Goal areas including e-content, staff development for library staff, awareness of Minitex services and of the value of collaboration, the continuing need for stable funding, and emphasis on the current trend for creation libraries are being examined. Documents will be shared with Council members to gain feedback. Creation of assessment measurements is a major discussion point at this point. Horton also talked with the Council about a proposal for a new activity under the MDL umbrella – creation of a collection of material by and about Minnesotans. With the working title of Minnesota Stories, this project would provide libraries and Minnesotans with the opportunity to tell their stories while capturing the history and culture of the area. The goal would be to help a range of organizations including K-12 schools, public and academic libraries, and historical societies create local content. Council members discussed possible topics and how such a project might be operationalized.

8. Minitex Program Managers Update

Program managers discussed their units’ recent activities, which are described in the quarterly programs update. Ringwelski noted that Minitex’s Aleph ILL activity will now be supported through the MnPALS server rather than the University Libraries server because Ex Libris’ Alma system, which the Libraries will migrate to in December, will not be ready to support ILL when the Libraries go live.

9. Minitex Minutes Videos

Horton told the Council about the work of Sarah Anderson, Tammi Halverson, and other Minitex staff on production of the new Minitex Minutes series of videos. The videos are available via Minitex’s YouTube channel.

10. Member and Ex-Officio Reports

Smalley noted that the Minnesota Multi-type Library Systems are supporting 23 Mobile Things, a follow on of the popular 23 Things on a Stick, an interactive learning program about web tools.

11. Adjourn

Meeting adjourned.

Remaining meetings in FY2014: March 7, June 6