MnLINK Gateway Operations Committee Meeting

MINUTES

Thursday, Feb. 3, 2011
10:00 am – 12:30 pm

(These minutes record discussion and decisions made at the meeting. For more information about the topics discussed, see the PowerPoint slides that were used as an agenda aid: http://www.minitex.umn.edu/Committees/Gateway/Meetings/2011/0203Webinar.pdf)

Members in Attendance: Barbara Misselt (Chair), Ken Behringer, Audrey Betcher, Vanessa Birdsey, Donna Peterson (attending for Melissa Brechon), Pat Conley, Stephen Elfstrand, Kathy Fredette, Brian Karschnia (attending for Kit Hadley) Ted Hathaway, Jenny Hill, John Houlahan, Marlene Moulton Janssen, Tom Nichol, Carla Powers, Mark Ranum, Mic Golden (attending for Kirsty Smith), Jim Weikum, Peg Werner (Vice Chair), Nicole Herold (attending for Chuck Wettergren), Dayle Zelenka.

Members Unable to Attend: Connie Hendrick, Ann Hutton

Others in Attendance at the Meeting: Mary Kay Baden and Deb McKinley, Scott County; Jeanne DeMars, Traverse des Sioux Library; Beth Lunn, Pioneerland Library System; Nancy Walton and Jym Wroblewski, State Library Services

Minitex Staff in Attendance: Nick Banitt, Cecelia Boone, Bill DeJohn, Kathy Drozd, Dianne Murdock, Carol Nelson, Becky Ringwelski

1. Welcome & Introductions
Misselt welcomed all participants to this webinar-format meeting, and participants introduced themselves.

2. Review/Approve Meeting Agenda
Moulton Janssen moved and Fredette seconded the approval of the agenda as distributed. The motion was approved unanimously.

3. Review/Approve Meeting Minutes of November 4, 2010
Betcher moved and Conley seconded approval of the minutes as distributed. The motion was approved unanimously.

4. Minnesota Office of Higher Education Update
   a) Budget Status
DeJohn reported that the Office of Higher Education had asked him to submit proposals for five percent reductions in the base budgets for Minitex and MnLINK for the coming biennium. To cover the proposed reduction for MnLINK, he proposed elimination of $14,000 in payments to MnLINK Gateway server sites and elimination of funds planned for adding new libraries to the MnLINK Gateway. This proposal met with the approval of the Committee.
b) Regular Invitation to List of libraries to Become MnLINK Participants
DeJohn said the list of potential new Gateway libraries has been checked recently, and he does not intend to request inclusion any of them at this time. The Committee agreed that additional libraries would not be invited to join the Gateway until there is more certainty about the MnLINK budget.

c) This year's Gateway server site payments have been distributed.

5. Statistical Update – 1st Half FY2011 Information
DeJohn reported that we have seen a slight decline in borrowing and lending traffic via the MnLINK Gateway in the first half of the fiscal year. DeMars noted that the number of Gateway transactions has declined for Traverse des Sioux Library System since new limits were implemented on the number of active requests that patrons can have at one time. While patrons asked about the new limits, they agreed with the concept after staff explained the rationale for the change.

6. Volunteers for the nominating committee for May elections
Misselt asked Committee members to contact her or Ringwelski if they are interested in serving on the nominations committee to select candidates for the Chair and Vice Chair positions. The new officers will be elected at the May meeting, which will be an in-person meeting.

7. MnLINK brochures and bookmarks available.
Ringwelski said an additional order has been made for new MnLINK bookmarks and brochures. Libraries may contact her or use the form available at https://www.minitex.umn.edu/Contact/MnKnows.aspx to order more bookmarks and brochures.

8. MnLINK Gateway Software Updates
a) Version 5 testing news
Banitt reported that the new software was installed on the trial system in November and that creating the capability for using Unicode was a major part of the project. One of the key pieces of functionality in the new version is that it can place holds on locally owned material that is requested by the users. Minitex staff is testing the new software and will be looking for volunteer libraries to take part. Server sites with Symphony and Horizon systems from SirsiDynix, in particular, will be sought for participation in the testing as they are able to test the NCIP functionality.

DeMars and Golden said their libraries would be interested in participating in testing.

b) NCIP news
- SirsiDynix
  Hennepin County Library and Arrowhead Library System are testing NCIP functionality with their SirsiDynix-based ILSes.
- Innovative Interfaces
  Carver County Library, Kitchigami Regional Library, and St. Paul Public Library are contracting with OCLC to use OCLC’s NCIP Gateway functionality. Ringwelski said latest estimates indicate that OCLC will work with the libraries to have the functionality available in late spring or summer 2011.
c) Pick/ship slip usage
Banitt reported that libraries began to use the new pick/ship slip on Nov. 30 and that responses have been very positive. The new form allows a single slip to be used as a request slip and replacement for the shipping bookmark. Many public libraries and some CLIC libraries are using the new form, which continues to be an option. Staff can continue to use previous forms if they prefer.

9. SirsiDynix Reciprocal Borrowing
   a) Webinar
Ringwelski reported that the webinar was held on Jan. 25. SirsiDynix staff told participants that the software must reside both at the users’ home library and the library from which the users are currently seeking to check out material for the patron record checking feature to work correctly. In view of this requirement, it is advantageous that as many libraries use this functionality as possible. The system allows the remote library to check the status of the patron in his/her home library’s system and import some patron record information to create a new patron account in the remote library’s local system. This functionality also checks to see if the patron is in good standing at his/her home library. NCIP must be implemented for the functionality to work, and SirsiDynix can provide workarounds at a fee for locations with systems that do not offer NCIP.

Committee members raised questions about specifics of the functionality’s operation, including whether checks of a patron’s status in her/his home local system are done automatically each time the patron seeks to check something out at a remote library system, and whether the functionality allows for returning information about the patron’s status at the remote library to the home system. Committee members said automatic status checks of the home system for each remote usage would be very helpful so the remote library would know whether the patron’s status had changed at the home library. Other members said they found the functionality’s importing of patron address and other information from the home local system particularly helpful. Ringwelski is checking with Jim at SirsiDynix to get answers to the questions that arose.

Ringwelski said she would work to schedule a repeat of the webinar for Committee members who were unable to attend the Jan. 25 session.

   b) Pricing
Pricing information was sent out on Feb. 1.

10. Minitex/MnLINK Interlibrary Loan Committee Updates
   a) Documents developed for website
   - Best practices document for delivery
   - Guidelines for reducing the environmental impact of ILL
   - Promote and facilitate purchase on demand policies
   - Introductory overview of current ILL arrangements in MN
Ringwelski noted that the reports were developed to be housed on the web with active links to related webpages. Misselt thanked the Interlibrary Loan Committee for all their work on the documents.

Ringwelski said a save-the-date note has been sent out via the Minitex News listserv. The keynote speaker will be Patricia Martin, CEO and founder of LitLamp Communications, a marketing and communications boutique acclaimed for using culture as a medium to connect brands with communities of consumers.

12. May meeting preference – in person or webinar
Misselt asked the group whether they wanted to continue the practice of having the May meeting an in-person meeting. A poll resulted in a 12 to 7 vote in favor of the face-to-face format. Ringwelski said she would check with Hennepin County Library to see whether the Brookdale Library’s meeting room could again be used to host the event.

13. Other.
Misselt asked the group whether they agreed that the planned time frame for webinar sessions for this meeting could be cut from 2 ½ hours to 90 minutes. Committee members agreed.

Moulton Janssen moved that the meeting be adjourned. The meeting was adjourned.

Remaining Meetings in 2011: May 5, August 4, November 3