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, Connie Hendrick, Jenny Hill, Ann Hutton, Peggy Riha (attending for Marlene Moulton Janssen), Tom Nichol, Carla Powers, Mark Ranum, Kirsty Smith, Mark Kouhol (attending for Jim Weikum), Chuck Wettergren, Jeanne Demars (attending for Dayle Zelenka).

Members Unable to Attend: Peg Werner (Vice Chair)

Others in Attendance at the Meeting: Mary Kay Baden, Scott County; Nicole Herold, Ramsey County; Perry Madden, PALS; Chris Olson, MELSA; Jym Wroblewski, State Library Services

Minitex Staff in Attendance: Nick Banitt, Michael Berkowski, Cecelia Boone, Bill DeJohn, Kathy Drozd, Carol Nelson, Matt Niehoff, Becky Ringwelski

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

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

3. Review/Approve Meeting Minutes of February 3, 2011
Hutton moved and Fredette seconded approval of the minutes as distributed. The motion was approved unanimously.

4. Minnesota Office of Higher Education Update
   a) Gateway Payments Update
   DeJohn reported that Gateway server site payments are being processed. They should arrive at server sites in next three weeks. The amounts were determined based on the spreadsheet approved by the Gateway Operations Committee.

   b) New OHE Director
Larry Pogemiller has been appointed as the new Director of Minnesota Office of Higher Education and is scheduled to begin work on Nov. 7. We plan to invite him to visit Minitex.

5. Statistical Update – 1st Quarter FY2012 Information & Discussion
DeJohn noted that MnLINK Gateway traffic continues to be down somewhat:
- Systemwide, borrowing traffic was at 135,952 requests in 1st Quarter FY12, down from 143,938, or 5.5%, from the same period in FY11.
- For lending, the total was 134,110 for 1st Quarter FY12, down from 142,676, again 5.5%, from the same period in FY11.

6. OCLC discussion regarding next steps for ZPORTAL
Ringwelski noted that OCLC has not announced a date for end-of-support for its ZPORTAL search interface. Also, OCLC has expressed interest in discussing options for the MnLINK Gateway to replace ZPORTAL. She will meet with Katie Birch from OCLC at ALA Midwinter in Dallas. She noted that OCLC deals with consortia other than MnLINK that include non-OCLC member libraries, so OCLC needs to allow for continued participation by these libraries in resource sharing systems based on OCLC software.

Listing some of the key issues that she will identify in her conversation with Birch, Ringwelski noted:
- Double authentication
- Access to ELM & other resources
- Functionality to allow the setting of parameters for the date/cost check that is being done against Amazon

Ringwelski said she is continuing to follow the progress of the FulfILLment Project in Ohio as well as other resource sharing developments.

7. MnLINK Gateway Software Updates
a) Version 5 testing news
Banitt noted that Version 5.5 is being installed on the trial system this week. The key functionality is holds on locally owned material. Staff will be working through problems and testing the new version.

b) NCIP news
Ringwelski said OCLC needs to work with Sirsi/Dynix on modifications needed by the Gateway libraries that use Sirsi/Dynix systems. OCLC is also working on the NCIP Gateway software that will allow libraries with Innovative Interfaces ILSes to use NCIP for resource sharing processes. Banitt said Carver County, Kitchigami Regional Library, and St. Paul Public Library have expressed an interest in this service. Kitchigami has testing and implementation underway and hopes to be up and running next week.

c) Workflow improvement suggestions/changes
Ringwelski and Misselt agreed that discussions on the Gateway support listserv have been very helpful.

8. Minitex/MnLINK Interlibrary Loan Committee Updates
a) Draft charge review/approval and committee name
The Gateway Operations Committee discussed whether the Minitex/MnLINK Interlibrary Loan Committee’s name should be changed by striking the word, MnLINK. Members agreed that the name should remain the same as DeJohn and Ringwelski noted that Minitex’s resource sharing activity includes other elements in addition to MnLINK, but that MnLINK is an important component. MnLINK is also a line item in the budget bills approved by the state legislature. It was decided that the combined name should be retained.

The Gateway Operations Committee then discussed the recommendation for a revision to the Description and Purpose of the Interlibrary Loan Committee. Hutton made a motion to recommend the change. Conley seconded. The motion was approved unanimously.

The change recommendation will be discussed during the December meeting of the Minitex Policy Advisory Council.

b) Survey in development
Ringwelski reported that the Minitex/MnLINK Interlibrary Loan Committee is developing a survey with emphases on e-resources and interlibrary loan. The Committee would like to learn what library staff thoughts are on these issues and whether interlibrary loan practices should be changed. The plan is to have the survey ready to go out in January.

She noted that the Committee’s report, “Interlibrary Loan in Minnesota -- An Overview” is featured on the Committee’s website (http://www.minitex.umn.edu/Sharing/)

Ringwelski said the Committee is looking at ILL issues including e-books as an alternative to ILL request for physical items. Demars noted that Traverse des Sioux shares e-books with Martin Luther College. The survey should provide information on interests of participating libraries.

9) Meeting Preferences

Misselt noted DeJohn’s plans to retire in January and thanked him for his years of leadership of Minitex and MnLINK. Committee members concurred.

Misselt noted the tradition of having an in person meeting of the Gateway Operations Committee in May but questioned whether that would be helpful if a new Minitex Director has not been named by that time.

Members agreed to list May 3, 2012, as a tentative date for an in-person or online meeting.

Ringwelski said she would continue to provide the Committee with quarterly written reports.

10) Other
Hathaway told the Committee that the Hennepin County Board has approved reducing the limit on the number of active ILL requests a patron may have to 10.

The meeting was adjourned at 11:05 a.m.