MnLINK Gateway Operations Committee Meeting

MINUTES

Thursday, Aug. 1, 2013
10:00 am – 12:30 pm

Members in Attendance: Peg Werner (Chair), Audrey Betcher, Stephen Elfstrand, Joann Frankena, Jake Grussing (attending for Kirsty Smith), Connie Hendrick, Nicole Herold (attending for Chuck Wettergren), Jenny Hill, Ann Hutton, Brian Karschnia (attending for Kit Hadley), Mark Koukol (attending for Jim Weikum), Liz Lynch, Barbara Misselt, Carla Powers, Mark Ranum, Jill Smith (attending for Marlene Moulton Janssen), Dayle Zelenka.

Others in Attendance at the Meeting: Jeanne DeMars, Traverse des Sioux; Susan Dueis, MnPALS; Michael Scott, SELCO

Minnesota Office of Higher Education: Mary Lou Dresbach

Minitex Staff in Attendance: Nick Banitt, Cecelia Boone, Kathy Drozd, Valerie Horton, Carol Nelson, Becky Ringwelski

1. Welcome & Introductions
Werner welcomed members to this webinar meeting.

2. Minnesota Office of Higher Education Update
Dresbach noted that a $300,000 annual increase was approved for Minitex and MnLINK during the 2013 Minnesota legislative session. The extra MnLINK funds will be used for increased OCLC maintenance fees as well as the annual server site payments. Horton noted that the Minitex and MnLINK line items were merged into a single appropriation this year. She thanked Mark Ranum, MLA Legislative Committee chair; Elaine Keefe, MLA lobbyist; and staff members of Minitex participating libraries for their support of Minitex and MnLINK during the past session.

3. Review/Approve Meeting Agenda
The agenda was approved as distributed.

4. Review/Approve Meeting Minutes from Thursday, February 7, 2013
Frankena moved that the February minutes be corrected to indicate that classification changes have been made from Dewey to Library of Congress, not the reverse as has been indicated in the draft minutes. The minutes were approved as amended.

5. Gateway Server Site Payments
Ringwelski reported that she would be asking server sites to provide their unique title counts for their locations, their number of loans, and other information needed to compute the
server site payments. She noted that the spreadsheet would be shared with OHE, and individual server site staff would be asked to vote on the payment figures.

6. CRPSLA ILL Statement
The Committee discussed a proposal submitted by the Council of Regional Public Library System Administrators dealing with the use of the MnLINK Gateway by Minnesota public libraries for interlibrary loan. The Committee decided to forego action on the proposal at this time. Werner suggested that a follow up proposal could be discussed at a later date.

7. MnLINK Gateway software updates
   a) Upgrade to version 7.0.1
   b) Local hold functionality
   c) Oracle upgrade
   d) NCIP testing with Evergreen
Banitt reported on software upgrade plans, noting that the expectation is that the Oracle upgrade will occur in August. Four sites – SELCO, Washington County, Anoka County, and Arrowhead – have started using the new VDX functionality which places a hold in the local ILS using NCIP when VDX identifies the requested item as being locally owned.

8. Minitex Planning Process Update
Horton outlined the progress of strategic planning effort that’s underway for Minitex as a whole. She noted that the situational assessment has been completed. Surveys and discussions have shown that Minitex stakeholders think of two terms first in relationship to Minitex’s role: resource sharing/interlibrary loan and collaboration. Stakeholders see Minitex as collaborative and innovative and providing leadership. Minitex staff see the organization’s primary values as collaboration, quality service, efficiency, and resourcefulness.

Stakeholders responding to surveys listed funding, ebooks, leadership training, continued resource sharing, and access to more electronic resources as their primary issues of concern. Both stakeholders and staff talked of the continuing need for communication about Minitex plans and programs.

Horton said the survey responses matched the impressions that she has received from her conversations with Minitex area library staff over the past eight months. The work to come will include development of mission and vision statements as well as guiding principles and goal statements for the next 3-5 years. Staff of Minitex libraries will continue to have input as the planning process moves forward.

A briefing book will be added to the Minitex website that will outline Minitex’s current status, provide information about library consortia in general, and identify trends impact libraries and library consortia.

9. Public Library Node Meeting – August 8, 2013
Ringwelski reported on plans for the upcoming Public Library Node Meeting. Fifty-one have registered for the session.

10. Statistical Update – FY13
Ringwelski noted that there was a reduction in the number of incoming Gateway resource sharing requests from FY12 to FY13. At the same time, the fill rate for borrowing requests has improved from 71% to 75% for the same time period. She said that, nationally, a 60% fill rate is considered good, so the MnLINK numbers were particularly satisfying. Direct delivery among MnLINK VDX libraries had increased between FY12 to FY13 – from 334,209 to 338,953.

11. Minitex/MnLINK Interlibrary Loan Committee Updates

Ringwelski noted that the Committee had met June 13 and proposed changes to its charter. The Committee voted unanimously to approve the following text for the Charter:

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:

- Monitor resource-sharing options that are currently available and in development (for example: Occam's reader).
- Provide resources for library staff so that they may maintain an awareness of social and technological trends in resource sharing.
- Develop recommendations and expectations regarding operational procedures and policies.
- Consider the issues surrounding the sharing of electronic and physical resources, such as licensing, copyright, delivery, access, cost, patron privacy, and environmental impact in making recommendations for ILL services and best practices.
- Communicate and coordinate with other groups and stakeholders as appropriate.
- Alert the appropriate stakeholders of issues 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 and other options.
- Explore the needs and new options available for delivery of resources in our changing environment.
- Determine what issues are outside the purview of the Committee and to be addressed by other groups.

Membership

The Minitex/MnLINK Interlibrary Loan Committee is composed of members drawn from interlibrary loan staff and public service personnel including those with interlibrary loan experience from Gateway Server Site Libraries and Minitex participating libraries. All types of libraries are represented on the Committee.

Procedures

Reports and recommendations of the Minitex/MnLINK Interlibrary Loan Committee will be presented to the Minitex Director. It is expected that this group will coordinate its activities with already existing groups such as:
MnLINK Gateway Operations Committee Meeting  
Aug. 1, 2013  
Page 4

- Minitex in the area of resource sharing and document delivery.
- MnLINK Gateway Libraries.
- Academic libraries, State Government libraries, Regional Public Library Systems, Metro area public libraries, MnPALS libraries, and Multitype-Multicounty Library Systems in areas related to local delivery and protocols.

The Minitex/MnLINK Interlibrary Loan Committee is advisory to the Minitex Office, the Minitex Policy Advisory Council, and the MnLINK Gateway Operations Committee.

The Minitex/MnLINK Interlibrary Loan Committee organizes itself and is chaired by the Minitex Associate Director. Frequency and location of meetings are determined by the Committee. Reports and other work of the committee will be shared widely via mailing lists, websites, and social media.

Notes

All people in Minnesota will have access to a wide array of high quality library services and global information resources in a range of formats whenever, wherever, and however the information services are needed. —Library Planning Task Force Vision Statement, 1995; MnLINK Policy Advisory Committee, 2002.

- Revised and approved by the MnLINK Gateway Operations Committee on Thursday, August 1, 2013.
- Prior version revised and approved by the MnLINK Gateway Operations Committee on Thursday, May 1, 2008.

12. Other

Ringwelski noted that the next meeting will be November 7, 2013.

Remaining MnLINK Gateway Operations Committee meetings for FY2013: Feb. 6, 2014 and May 1, 2014.