MnLINK Gateway Operations Committee Meeting
Minutes

Thursday, November 6, 2014
10:00 am - 11:30 pm

Members in Attendance:  Peg Werner (Chair), Marlene Moulton Janssen (Vice-Chair), Mary Kay Baden, Ken Behringer, Audrey Betcher, Ruth Dukelow, Stephen Elfstrand, Shari Fisher, Sarah Hawkins, Connie Hendrick, Ann Hutton, Samantha Jekot-Graham (alt.), Brian Karschnia (alt.), Jim Langmo (alt), Liz Lynch, Barbara Misselt, Tim Powell (alt.), Carla Powers, Jami Trenam, Dayle Zelenka

Minnesota Office of Higher Education Staff:  Mary Lou Dresbach

Minitex Staff in Attendance:  Valerie Horton, Becky Ringwelski, Kathy Drozd, Nick Banitt, Raquel Franklin, Kyle Triska

1. Welcome & Introductions
Peg Werner welcomed members to this in-person meeting.

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

3. Review/Approve Meeting Minutes from Thursday, August 2, 2014
Werner made a motion for approval of the minutes as distributed.  The motion was approved.

4. Minnesota Office of Higher Education Update- Mary Lou Dresbach
Dresbach reported that the accounting staff is working on the server site payments.  Each site should have them by November 14.  If not received by November 21, inform Dresbach or Ringwelski and they will follow-up.

5. MnLINK Gateway Statistics- 1st Quarter 2015- Becky Ringwelski
Ringwelski discussed the statistics with the Committee, noting that the number of borrowing requests shows a slight decrease from the same period last year.

6. MnLINK Gateway RFP- Becky Ringwelski and others
   - Ringwelski reported that the MnLINK Gateway RFP was released on October 31, 2014.
   - University of Minnesota purchasing sends the RFP to all vendors who are registered to receive software RFPs.  Ringwelski added the following vendors that could possibly respond to the RFP:  OCLC, Fulfillment Equinox (open-source product),
Auto-Graphics for their SHAREit product, Innovative for INN-Reach, Relais International (ILL product that's used by other consortiums), RapidILL.

- The document is accessible at [http://mnlinkrfp.minitex.org](http://mnlinkrfp.minitex.org) and is not viewable to the public from that site. Documents included in the RFP:
  - Overview of the project
  - RFP requirements
  - Cost sheets that the vendors need to fill out
- Ringwelski discussed the following timeline in regards to the RFP:

<table>
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<tr>
<th>RFP is issued by the end of October</th>
<th>10/31/2014</th>
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<tr>
<td>Start to develop the demo script once the RFP is issued</td>
<td>10/31/2014</td>
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<td>Subcategory weightings will be determined</td>
<td>10/31/2014</td>
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<td>Elaine will share the evaluation workbook</td>
<td>10/31/2014</td>
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<td>Two weeks for the vendors to ask questions regarding the RFP</td>
<td>11/14/2014</td>
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<td>Addendum issued that includes the questions and answers</td>
<td>11/21/2014</td>
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<td>RFP responses due</td>
<td>12/17/2014</td>
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<td>RFP responses shared with committee</td>
<td>12/22/2014</td>
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<td>Minitex staff draft a base score for discussion</td>
<td>1/5/2015 - 1/9/2015</td>
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<td>Three two hour evaluation meetings</td>
<td>1/12/2015 - 2/6/2015</td>
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<td>Vendors are invited to demonstrate products</td>
<td>2/9/2015</td>
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<td>Vendor demo week</td>
<td>2/23/2015 - 2/27/2015</td>
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<tr>
<td>Finalist recommended - web meetings</td>
<td>3/9/2015 - 3/13/2015</td>
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- Public demonstrations of products will take place the week of February 23-27, 2015. Location to be determined. Will include streaming for public viewing of scripted portion of meeting. Feedback mechanism will be provided.

7. MnLINK Gateway System Updates - Nick Banitt

- NCIP for Evergreen - A Java upgrade is required before we can go live for East Central's Evergreen. This upgrade is expected Nov. 11.
- NCIP for Sierra - OCLC has been contacted by Innovative Interfaces to develop NCIP for the Sierra ILS. They are currently in the process of working out the details of a legal agreement for the sharing of information. We expect to learn more from OCLC support soon. Pioneerland is expected to be the beta site for NCIP with Sierra. Traverse des Sioux migrates in Feb. and they expect NCIP to be working for a smooth transition.
- A VDX upgrade occurred Sept. 10. We held webinars to describe new features and bug fixes with 40 attendees. We recently rolled out new functionality for all locations which will stop requests for ILL staff review when requests are identified by the Amazon Date/Price lookup as having a publication date in the future.
- We've had some staffing changes with the MnLINK program at the Minitex office. Matt Niehoff who managed the MnLINK Helpdesk and provided VDX support has been promoted to the Minitex IT area. Kyle Triska has been hired to replace his MnLINK duties. Kyle was working in the Minitex Electronic Delivery area and will continue to do so for a portion of his day.
8. Minitex/MnLINK Interlibrary Loan Committee- Becky Ringwelski
Priscilla LaBerge has retired from Ramsey County Library. There is now a vacancy for metro area public library representation on the committee. Not essential for this position to get filled immediately since there will be no in-person meetings during the RFP process.

9. Public Library Node Meeting was held on August 21, 2014- Nick Banitt
The Public Library Node meeting was held August 21 at the Hennepin County Brookdale Library. We had 50 library staff attend this year. State Librarian Jen Nelson attended and presented on the Explore eBooks MN Summit she and Valerie Horton had hosted. Kyle Triska and Raquel Franklin did a presentation on Electronic Document Delivery. Nick Banitt gave a preview of the VDX upgrade scheduled for Sept. 10 and another session on some tips for using VDX. There were additional presentation topics along with a breakout session for attendees to do some small group problem solving. This event is always well attended by ILL staff from the public libraries and they appreciate the opportunity to get together with their colleagues.

10. Other
Werner noted that the next meeting will be February 5, 2015

Meeting adjourned.

FY15 meeting dates: May 7, 2015