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, November 6, 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
   Legislature is in session, many bill are being introduced. Too early to know if the bills will go anywhere. There is nothing specific related to Minitex or MnLINK that Dresbach is aware of. Dresbach will inform Valerie and Becky if there are any changes.

5. Minitex Legislative Update- Valerie Horton
   Horton gave a brief legislative update that included:
   - Minitex staff members will participate in legislative day to help support the MLA agenda. In the MLA legislative committee platform there is a request for steady state
funding for Minitex. Minitex does have a budget request increase in the legacy funding side of the house.

- A request for the project MeHL, Minnesota Electronic Health Library, is under consideration at the legislature. Horton encouraged everyone to take a look at their website, [http://hsl.lib.umn.edu/about/mehl](http://hsl.lib.umn.edu/about/mehl), for more information regarding the project.
- The State Library had a services delivery consultant group that finished its work and the final report was released. There are two recommendations that could have impact on Minitex. 1. K-12 eBook package that would be administered by the state library, if funded, would be available on ELM and the MnLINK Gateway. 2. Request to move $1.2 million received from MDE for Resource Sharing from federal LSTA funding to statewide funding, which would help stabilize our funding.

6. MnLINK Gateway Statistics- 2nd Quarter FY15- Becky Ringwelski
Ringwelski discussed the statistics with the Committee, noting that the number of borrowing requests show a slight decrease of 2.5% compared to the previous year. The fill-rate has increased slightly from the same period last year.

7. MnLINK Gateway RFP- Becky Ringwelski and others
Ringwelski discussed the following information in regards to the RFP:

- The vendor demo week is set for the week of February 23, 2015. The script for the public portion of the demo is being finalized
- Three vendors have been invited to demonstrate their products:
  1. Innovative for INN-Reach
  2. Relais International
  3. OCLC
- The three vendors will be announced publicly the week of February 9
- Public demonstrations of products will take place on February 25-27 from 8:30AM-10:30AM
- The IT staff from Carlson School of Management will stream the demonstrations during the public viewing portion of the products
- All public demonstrations will be archived for later viewing. Ringwelski will send out instructions at a later date
- Online feedback mechanism will be provided

8. MnLINK Gateway System Updates- Nick Banitt
OCLC and Innovative developers have initiated NCIP testing. This is a necessary first stage in the process to make sure the basics of passing messages back and forth works properly. Innovative Sierra is programmed with NCIP version 2, whereas VDX is programmed in NCIP version 1. This means the messages will need to pass through OCLC’s translation service called the Circulation Gateway. When the developers from both organizations sign off on the process we will be able to start doing some scenario testing. OCLC’s Ralph Horton and Traverse des Sioux’s Darla Sorenson will join me as we test the NCIP process through a number of scenarios which mimic the live NCIP process to make sure that requests update on both systems as we expect. When we’re confident that the issues are worked out we’ll set a date to go live.
9. Minitex Interlibrary Loan Committee- Becky Ringwelski
   As mentioned previously, in-person meetings are not being held during the RFP process, however the committee has continued to post updates to the Minitex website and on social media.

10. Minitex Interlibrary Loan Conference- Becky Ringwelski
    The conference will take place on May 12, 2015 and will be held on the Saint Paul Campus of the University of Minnesota. The keynote speaker is Lorcan Dempsey. A more complete agenda with additional speakers and registration information will be sent out by the end of February. All staff are encouraged to attend.

11. Next meeting of Committee May 7, 2015
    All members of the committee agreed to hold this meeting in-person at the Hennepin County Brooklyn Center location.

Meeting adjourned

Meeting Dates in FY15: May 7, 2015