MnLINK Gateway Operations Committee Meeting
MINUTES
Thursday, August 6, 2015
10:00 am - 11:30 am

Members in Attendance: Peg Werner (Chair), Marlene Moulton Janssen (Vice-Chair), Mary Kay Baden (alt.), Audrey Betcher, Marjorie DeJong, Ruth Dukelow, Stephen Elfstrand, Shari Fisher (alt.), Sarah Hawkins (alt.), Connie Hendrick, Ann Hutton, Brian Karschnia (alt.), Beth Lunn (alt.), Liz Lynch, Gail Mueller-Schultz, Dixie Ohlander (alt.), Carla Powers, Karen Pundsack, Jami Trenam (alt.), Jim Weikum

Minnesota Office of Higher Education Staff: Mary Lou Dresbach

Others in Attendance at the meeting: Emily Kissane (Minnesota State Library Services), Sonja Eilertson (MnPALS), Chris Magnusson (Arrowhead Library System) Becky Lashinski (SELCO)

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

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

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

3. Review/Approve Meeting Minutes from Thursday, June 11, 2015
Hutton moved and Trenam seconded the approval of the meeting minutes as distributed. The motion was approved unanimously.

4. Minnesota Office of Higher Education Update
   • Gateway server site payments- Dresbach reported that Ringwelski will be asking server sites to provide their unique title counts for their locations. She noted the spreadsheet would be shared with OHE, and individual server sites would be asked to vote on the payment figures. Ringwelski will include the following statement as part of the instructions: “For purposes of the MnLINK Gateway, e-resources are counted the same as print resources. The Gateway sites count number of bib holdings, not number of items.” The funding for the payments is the same as last year, $142,552.
5. MnLINK Gateway move to OCLC Discovery
   • **Batchloading for non-OCLC cataloging locations** - Ringwelski reported there will be a group conference call with Mike Savage, reclamation/batchloading project manager, to discuss the required process for the four non OCLC libraries to order a batchload.
   • **Reclamation offer** - The offer included in the contract is for any current OCLC full cataloging member or CatExpress location. The reclamation will have to be completed by the contract expiration in June 2018. Ringwelski will contact OCLC to schedule an October webinar for all staff interested in the reclamation offer for the MnLINK Gateway transition to OCLC Worldcat Discovery.
   • **Access to interim solution for testing/proposed timeline** - The goal is to start using the new discovery interface by January 2016. That is dependent on an interim solution for patron authentication that has not been provided as of yet. If the interim solution for ZPortal authentication doesn’t work or takes longer to implement, the timeline would change with the new interface in place by June 2016.

6. MnLINK Gateway System Updates
   • **Recent system downtime** - The MnLINK Gateway recently experienced short notice downtime. The OCLC database administrators made a decision to restart the server because when a certain runaway process was stopped it would restart and consume too much of the CPU. OCLC announced an expected downtime duration of less than an hour. The system was taken offline around 8:30 pm. The entire process took longer than expected to restore and the system was down for almost 2 hours. The issue was resolved.

7. MnLINK Gateway Marketing Committee
   • The following people have volunteered to serve on the MnLINK Gateway Marketing Committee:
     o Sarah Hawkins, East Central Regional Library
     o Marjorie DeJong, Pioneerland Library System
   A total of four members representing both public services and ILL should be on the committee. Contact Becky Ringwelski if you have staff interested.
   • **Tasks of the committee:**
     o Determine how to reach end users
     o Identify needed materials, videos or brochures
     o What do libraries need on their websites
     o Review the outdated logo and work with an outside consultant on the design
8. MnLINK Gateway Statistics- Fiscal Year 2015
   - Ringwelski discussed the statistics with the Committee, noting that the number of borrowing requests shows a slight decrease from the same period last year. The number of filled requests continues to remain steady from last year.
   - Ringwelski will share the list of MnLINK comments for FY15. These stories are from users who chose to leave feedback via the “Share Your MnLINK Story” link on the website.

9. Public Library Node Meeting August 20, 2015
   - The Minitex Public Library Node meeting is an annual event for the interlibrary loan staff from public libraries around Minnesota. The event will be held at the Hennepin County - Brookdale Library on Thursday August 20, 2015. The primary focus of this year’s event will be a web presentation by OCLC about WorldCat Discovery which will become the MnLINK end user interface and how that may impact the participating MnLINK libraries.

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

Meeting adjourned.

FY16 meeting dates: November 5, February 4 and May 5