Members in Attendance: Peg Werner (Chair), Mary Kay Baden, Marjorie DeJong, Ruth Dukelow, Connie Hendrick, Nicole Herold (alt.), Brian Karschnia (alt.), Donovan Lambright (alt.), Beth Lunn (alt.), Liz Lynch, Barbara Misselt, Gail Mueller-Schultz, Dixie Ohlander (alt.), Greg Sauve (alt.), Jami Trenam (alt.), Jim Weikum, Chuck Wettergren

Minnesota Office of Higher Education Staff: Mary Lou Dresbach

Others in Attendance at the meeting: Sonja Eilertson (MnPALS)

Minitex Staff in Attendance: 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
Werner requested an additional item to be discussed under item 10: New vice-chair for the MnLINK Gateway Operations Committee.

3. Review/Approve Meeting Minutes from Thursday, August 6, 2015
Weikum 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 there are two server sites that have not voted on the amount allocated. All server sites must vote in order to proceed with distribution of payments. The funding for the payments is the same as last year, $142,522.

5. Transition to OCLC Worldcat Discovery
   - Batchloading/Reclamation- Mike Savage of OCLC presented five webinars on the batchload/reclamation that is available to libraries through the recently negotiated contract for MnLINK. He encouraged libraries to take the first step of filling out the checklist for bibliographic batchload. Ringwelski will send contact information for OCLC support for batchloading/reclamation and the link to the checklist for batchloading.
• Configuration of OCLC Worldcat Discovery- Z39.50 will be used for returning real time availability from the participating library catalogs in WorldCat Discovery. WorldCat Discovery uses the OCLC accession number for locating the record in the library catalog. Libraries need to provide access to the WorldCat Discovery IP ranges. Libraries that have their Z39.50 firewalled have been contacted and provided with a list of IP ranges which will need to be opened. Libraries will need to have the OCLC accession number field indexed. This is commonly found in the MARC 001 or 035. Configuration should start soon for the ELM resources with WorldCat Discovery for MnLINK. Building connectors to add the ELM resources to the search interface is included in the MnLINK contract.

6. MnLINK Gateway Marketing Committee
• Progress of committee work- The following people have volunteered to serve on the MnLINK Gateway Marketing Committee:
  o Nick Banitt- Minitex  
  o Carrie Braaten- Anoka  
  o Marjorie DeJong- Pioneerland Library System  
  o Sarah Hawkins- East Central Regional Library  
  o Zack Miller- Minitex  
  o Becky Ringwelski- Minitex  
  o Reagen Thalacker- SELCO

• There have been two meetings held so far. The focus has been looking at current brochures and discussing preferences of future marketing materials.
• Logo review- the current logo for MnLINK was designed over 10 years ago. Ringwelski shared preliminary samples of designs for the MnLINK logo. The feedback from this meeting will be useful to the MnLINK Marketing Committee when working with the graphic designer.

7. 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.

8. Public Library Node Meeting Recap
• The Public Library Node meeting was held August 20 at the Hennepin County Brookdale Library. We had 60 library staff attend this year. Highlights included OCLC’s web presentation of WorldCat Discovery and Valerie Horton’s introduction of EBooks Minnesota. This event is always well attended by ILL staff from the public libraries and they appreciate the opportunity to get together with their colleagues.

9. Next meeting of Committee
Werner noted that the next webinar meeting will be February 4, 2016.
10. Other
Werner announced that Marlene Moulton Janssen is retiring this year and offered our best wishes and congratulations to her. Werner asked Committee members to contact her or Ringwelski if they are interested in serving as vice-chair of the MnLINK Gateway Operations Committee. Plans for filling the vice-chair role will be discussed at the February meeting.

Meeting adjourned.

FY16 meeting dates: May 5