

DRAFT DRAFT  
**MINITEX POLICY ADVISORY COUNCIL MEETING**  
**University of Minnesota – Twin Cities**  
**18 Andersen Library**  
**Friday, March 7, 2014**  
**9:30 AM – noon**

**Members Present:**

Pat Conley, Chair for FY14	Tom Bremer (attending for Joan Roca)
Tom Eland	Dan Gjelten (attending for Kathy Parker)
Tori Jensen	Cynthia Jorstad
Wendy Pradt Lougee	Mary Lukkarila
Chris Olson	Brooke Roegge, Vice Chair for FY14
Ann Walker Smalley	Owen Williams (attended by phone)

**Non-Voting Members Present:**

Todd Digby  
Jennifer R. Nelson  
Mary Soucie  
Warren Wilson (attended by phone)

**Staff Present:**

Valerie Horton

**Staff Unable to Attend**

Mary Lou Dresbach

**Observers:**

Terry Beseman	Cecelia Boone
Kathy Drozd	Stephen Elfstrand
Zach Miller	Mary Parker
Becky Ringwelski	Carla Urban

**1. Introductions and review and acceptance of the agenda**

Pat Conley called the meeting to order and welcomed Mary Soucie to her first meeting of the Minitex Policy Advisory Council. Chris Olson moved and Tori Jensen seconded a motion for acceptance of the agenda as distributed.

**2. Review of Minutes of December 6, 2013**

Cynthia Jorstad pointed out that the fifth sentence in Agenda Item 7 should read: "Horton also talked with the Council about a proposal for a new activity under the MDL umbrella – creation of a collection of material by and about Minnesotans."

Chris moved and Cynthia seconded a motion for approval of the December 6, 2013 minutes as corrected.

**3. Minnesota Office of Higher Education Report**

There was no report.

#### **4. Minitex Program Managers Update**

Becky Ringwelski reported that she and Carla Urban met with OCLC staff during ALA Midwinter to talk about future options for the MnLINK Gateway. (The final contract extension for the ZPORTAL/VDX software combination that supports the Gateway ends June 30, 2015.) The ZPORTAL Discovery layer has not been updated in recent years and is concerning. However, the VDX software is still robust. OCLC staff proposed that, by June 2015, a new WorldCat Discovery front end will be available. This interface will have the ability to include holdings for non-OCLC libraries participating in consortia. This will allow non-OCLC libraries to share resources with other libraries in their group. These libraries' holdings would not be visible to libraries not involved in the relevant consortia. By the summer of 2016, OCLC foresees that it will be able to transition consortial resource sharing fully to WorldCat Resource Sharing.

With the end of the ZPORTAL/VDX contract coming next year, Minitex wants to get a full range of information about options for support of the Gateway. Becky stated that conversations between Minitex staff and the MnLINK Gateway Operations Committee have led to the decision to go through a Request for Proposal process with a Request for Proposals (RFP) issued during the second half of 2014. The goal would be to select a system by early in 2015.

Becky noted that Phil Simon will be the speaker at the Annual Minitex Interlibrary Loan Conference on May 6. Katie Birch, Portfolio Director for OCLC Delivery Services, will also speak at the Conference.

Mary Parker reported that a RFP for statewide electronic resources was issued in January and nine vendors responded by the Feb. 26 deadline. Trials for resources from the vendors are now available. She encouraged Council members to share information about the trials widely and to urge library staff to respond via the feedback form. The Minitex Electronic Information Resources (MEIR) Task Force will review the responses and participate in vendor demonstrations in April. It is hoped that the contracts will be in place and announced in early June. The current contracts end on June 30.

Three more academic and public libraries have joined AskMN.

Carla noted that:

- Minitex continues to have Certified Trainer Partner status with OCLC and will offer at least eight OCLC-related sessions a year.
- Requests continue to come in for RDA and metadata training.
- The Minnesota Digital Library Annual Meeting will be June 3 with Dan Cohen, executive director of the Digital Public Library of America (DPLA), as the keynote speaker.

Kathy Drozd reported that Minitex Delivery is also going through an RFP process for selection of couriers to carry materials throughout the Minitex three-state region and Wisconsin. It is hoped that selection decisions will be made by mid-May.

Terry Beseman discussed Minitex's current financial situation with the Council and stated that Minitex is in a sound financial condition. Eighty-five percent of expected revenues have been received for the fiscal year that ends June 30.

#### **5. Minitex Strategic Planning Process**

Valerie Horton discussed the progress of the Strategic Planning process, which has slowed as we have moved into the latter stages of the Driver's Model. Drafting measures for the six goals as well as creating objectives, critical success factors, and barriers was challenging. The planning team is working to ensure that Minitex's continuing work is represented in the plan – that the plan is not limited to only new activities.

The plan will affect Minitex staff and unit evaluations later this spring. Valerie foresees a three-year timespan for the plan's work with modification made each year.

The planning process has led to good conversations among Minitex staff and stakeholders. Tools created for the planning process, like the [briefing book](#), have already proven to be valuable.

Wendy Pradt Lougee commented that, in conversations before his retirement, Bill DeJohn spoke about the interdependence of Minitex programs and was excited about the creation of a unified plan encompassing them all.

The PAC discussed a proposal from Janice Jaguszewski, UMN Biomedical Library Director, on providing health care professionals with additional, comprehensive medical databases. Minitex will invite Janice to the next meeting to discuss the UMN proposal.

## **6. Minitex Staff Changes**

Valerie introduced Zachariah Miller who is Minitex's new Communication Specialist. He comes to Minitex with extensive experience with websites, publications, videos, and social media. Before coming to Minitex he was a federal employee with the Environmental Protection Agency, General Services Administration, and National Science Foundation. Most recently he was the Communications Coordinator for an international stroke trial at the University of Minnesota Medical School.

Carla Urban will be stepping down later this spring as Assistant Director for the Minitex Digitization, Cataloging and Metadata Education (DCME) unit. She will have a 25-percent appointment working with the DPLA/Gates Foundation grant that will fund a public library training initiative in connection with the Minnesota Digital Library (MDL). Minitex will be seeking a new head for the DCME unit, which will include responsibilities for managing both DCME and MDL operations.

Cecelia Boone is retiring on March 19 after 36 years of service to Minitex as manager of the Minitex Union List of Serials (MULS) and Assistant to the Director for Communications. Her retirement party will be March 18. She will have a limited time appointment April 21-June 30. The PAC expressed gratitude for Cec's many years of dedicated service, and while wishing her well, will miss her company.

## **7. Update on Minnesota Digital Library**

Valerie reported on the work of the task force formed last year to look at the governance and operation of MDL. The task force considered how MDL is working and how it is positioned to move into the future. The group determined that restructuring was needed to provide better coordination and oversight of activities. Both will help the organization's operation, help demonstrate accountability for public and private funds that support MDL, and increase participation by member institutions. Through the proposal, MDL will become one of Minitex's programs rather than simply serving as its administratively host. Several new staff members will be joining Minitex to support MDL, and the Head of DCME will have management responsibility for the service.

The governance proposal put forward in the report has been approved by the MDL principals: the University of Minnesota Libraries, Minnesota State Historical Society, and Minitex. Going forward, Minitex, the University Library, the Minnesota Historical Society, and the State Library will be permanent standing members of the MDL governing board, and the board will include two elected representatives from academic libraries, public libraries, and from cultural heritage organizations; one governmental library will also be included. The governing board and structural revisions will help bring more diverse voices into MDL planning and management. Subcommittees are being formed which will also increase participation

by participating organizations.

The Gates Foundation grant that Carla will oversee has the goal of adding 5,000 items to Minnesota Reflections over the next two years. Three exhibits of local content of national interest are to be organized as part of the grant, and webinars and other training opportunities will be funded. The \$100,000 two-year grant is to cover training, digitization of materials, and metadata creation. Council members suggested possible exhibit topics ranging from a Bob Dylan exhibit, to immigrants, to the Minnesota labor movement.

Mary Soucie noted that there is some digitization of materials underway by North Dakota libraries. The North Dakota State library will create metadata to describe the material.

## **8. Updates on Topics of Interest**

### **E-Book Summit**

Todd Digby and Jennifer Nelson reported on the work of a task force that is investigating issues related to e-books. A summit is planned for Aug. 13 at the University of St. Catherine, and four webinars are planned to provide an educational foundation for the summit. The first of the webinars is scheduled for April 30. Deb Hoadley, Team Leader for the Massachusetts Library System's eBook Project, will be the summit's keynote speaker on August 13. Valerie noted that Minitex plans to do a special edition of the *Minitex MESSENGER* on the topic of e-books this summer.

### **Legislative Day**

Ann Walker Smalley and Chris Olson reported on the MLA/MEMO Library Legislative Day, which was held on March 5. There are three planks in the [MLA/MEMO platform](#):

- the \$3 million bonding request for library accessibility grants,
- a request for an increase in Telecommunications Equity Aid, and
- a request that the state study the disparity between e-book pricing for public libraries and individual readers.

The Department of Education's bill in the current legislative session was discussed. Elaine Keefe had previously stated that the bill includes a provision establishing a Minnesota State Library Services Delivery Task Force charged with making recommendations to "increase service collaboration between library systems that ensures both equitable and cost-effective access to library services throughout Minnesota."

### **Other topics:**

- Brooke Roegge noted that the Minnesota Department of Transportation Library has completed a [Return on Investment study](#) that includes interesting information.
- Jennifer Nelson added that \$600,000 is available for competitive grant proposals. She's also looking for additional reviewers for LSTA grants.

## **9. Adjourn**

A poll will be needed to select a new date for the June Council meeting. There is a conflict with the usual first Friday date.