

MINITEX POLICY ADVISORY COUNCIL MEETING
University of Minnesota – Twin Cities
18 Andersen Library
Friday, September 8, 2006
9:00 AM – 12:30 PM

Members Present:

Carolyn Baird	Karla Gedell
Richard Kettering	Wendy Pradt Lougee
Suzanne Miller	Connie Moeller
Doris Ott	Joan Roca, Outgoing Chair, Vice Chair for FY07
Anne Ryan, Chair for FY07	Ruth Solie
Bill Sozansky	

Members Unable to Attend:

Vanessa Birdsey
Dan Gjelten
Dorothy Liegl
Peg Werner (Bob Boese attended as an alternate)

Staff Present:

Bill DeJohn	Emily Kissane
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Ex Officio Members Present:

Todd Digby

Observers:

Cecelia Boone	Kathy Drozd
Mary Parker	Linda Richter
Becky Ringwelski	Carla Dewey Urban

1) Introductions, Review and Acceptance of Agenda

Roca welcomed new Council members. The agenda was accepted.

2) Review of Minutes of June 2, 2006

Lougee asked that two amendments be made to the draft minutes for the June 2, 2006, meeting:

- The final sentence of Agenda Item 3 should read: *Lougee said the UMR campus is responsible for its library services, although faculty, students, and staff have a University of Minnesota Twin Cities Campus affiliation for electronic content.*
- The second sentence in Agenda Item 4B should read: *If Capella were to receive MINITEX services, it would mean that Capella, which is a for-profit institution, would receive support from the University of Minnesota Libraries and other state-funded MINITEX participating libraries.*

Ryan moved and Solie seconded that the minutes be approved as amended. The motion was approved.

3) Minnesota Office of Higher Education Report

Kissane reported that OHE has begun work on its budget proposal for the coming biennium. Possible increases in funding requests for MINITEX and MnLINK are under discussion. Budget proposals are to be submitted to the Dept. of Finance by mid-October.

Miller, who serves as the Policy Advisory Council's official representative to Minnesota's P-16 Council, reported on the group's focus and work. At this point, the P-16 Council's primary focus is on issues related to the transition of students from high school to college and on the work readiness of new high

school graduates. DeJohn noted that the Council is a high-level group to which the library community should provide information so its members can be familiar with library activities and the potential for libraries' participation in its initiatives. Miller said that Tom Shaughnessy, former University Librarian for the University of Minnesota Twin Cities Campus, has been named as a member of one of the task forces of the Council. DeJohn said that MINITEX will be following the P-16 Council's work as it is addressing important issue for Minnesota.

4) MnLINK Update

DeJohn noted that the contract with Ex Libris has been closed. The University of Minnesota Libraries are using Aleph Version 18, and MnPALS will be moving to Version 17 in a few months.

Weekly telephone conferences continue with OCLC PICA (formerly Fretwell-Downing). A fix for the problem of format identification and designation is expected in the November/December time frame. The Duluth Public Library should become active on the MnLINK Gateway by the end of September. Ringwelski said that staff have not seen any Gateway system problems attributable to adding additional server sites. Each new site does require administrative and technical support, however. Staff is working to secure enhancements that will improve system performance and is developing new training modules. DeJohn noted that much credit needs to go to local libraries for the amount of work their staffs are putting into making MnLINK successful.

An assessment is underway as MINITEX moves to identify the qualifications and knowledge base needed for the position of MnLINK Associate Director. Council members asked how MnLINK functions have been integrated within the MINITEX staff. Ringwelski reported that a MINITEX Information Technology staff member is working with the Gateway technical issues, and other MINITEX IT staff work with the web aspects. Council members suggested that the new MnLINK Associate Director should have experience working both with administrative/policy and technical matters – a good combination would be someone who can anticipate future technical needs but also work on relationship/policy issues.

DeJohn discussed issues related to possible continuation of annual payments to Gateway server sites. He would like to continue the payments to show support for Gateway libraries and the work their staffs are doing. DeJohn presented a motion based on discussion of the MnLINK Gateway Operations Committee.

The motion proposed that:

- 1) *the MnLINK Gateway Server Site payments be continued in FY07 and that additional funding should be made available at an amount to be determined by the Office of Higher Education in consultation with the MINITEX Director;*
- 2) *the formula for Gateway payments should be revised to substitute Loans filled in the previous fiscal year for the current number of volumes owned; and that*
- 3) *additional MnLINK Gateway Server Site libraries should be included in the distribution of the payments in FY07.*

Boese moved that the motion be approved. Sozansky seconded. The motion was approved.

Election of Officers of the Policy Advisory Council for FY07

Roca noted that, since this meeting is the first meeting of FY07, new officers should be chosen for the new fiscal year. Ryan was selected by consensus to serve as Chair. Roca was the consensus choice for Vice Chair.

5) Minnesota Digital Library – An Update & Report

DeJohn commented on his written report, noting that the newly developed teacher's guide and PowerPoint and Pachyderm presentations have been well received. There has been discussion of whether MDL could develop into a clearinghouse through which Minnesota teachers could share educational materials they develop.

DeJohn said one of the MnLINK development plans for this year would be to identify a search engine that could search across all the databases available through the Gateway – including MDL. Council members agreed that this metasearch capability would be useful.

Council members discussed the idea of using "Minnesota Digital Library" as an umbrella term to encompass several online information services, including ELM, the MnLINK Gateway, the MDL resources, and other online information resources. Some suggested that ELM would be a broader term than Minnesota Digital Library. Others said ELM is a known quantity, which is understood to refer to the set of databases that's available to all Minnesotans through a consortial license funded through State Library Services and MINITEX.

6) MINITEX Resource Sharing – FY06 Report

Council members discussed the prepared report.

7) MINITEX Budget Request for FY08/09

DeJohn reported that he is preparing MINITEX's budget proposal, which will be presented to OHE. The plan is to have reports dealing with cost savings and return-on-investment figures prepared this fall for Minnesota libraries that are purchasing products and services through the MINITEX Office.

Kissane noted that there are separate appropriation lines in the OHE budget proposal for MINITEX and MnLINK. ELM support from the Minnesota Department of Education is also a designated figure in the MDE budget that appears before the K12 committees. It is important that these separate funding streams be understood.

8) MINITEX Director's Report

DeJohn, Lougee, and Parker reported to Council members about plans for participation in the My Health Minnesota → Go Local, Health Services in the Land of 10,000 Lakes project. The project is beginning through the work of the University of Minnesota Health Sciences Libraries and MINITEX with additional LSTA funding from the Minnesota State Library. DeJohn emphasized that it is important to have local library participation because the initiative has important local components.

Urban described plans for the MINITEX/OCLC User Group meeting, which is scheduled for Oct. 16.

9) Virtual Reference

DeJohn directed Council members' attention to the discussion of the QuestionPoint Virtual Reference link in his Director's Report. Plans call for a link (in the form of the QuestionPoint icon) to be added to the elm4you.org portal and, eventually, to the MnLINK Gateway. Libraries will be able to add the icon to their own webpages. The service will be supported in collaboration with the Minnesota State Library.

Solie said she found the ELM portal's presentation to be clear and user friendly and suggested that it could serve as a model for other libraries. Parker reported that MINITEX staff have developed a template that libraries can use to create an ELM page for their own websites and that library staff can contact MINITEX for further information.

DeJohn discussed plans for adaptation of the Assignment Calculator, which is available on the elm4you.org website, for K12 students. This new Research Project Calculator, which is being prepared by two school media specialists, is being funded by MINITEX and MnLINK. Libraries and school media centers will be able to download it to their webpages. Kettering and Baird said that the Calculator could be a useful tool for school and public libraries.

10) A Look into the Future in the MINITEX Region

DeJohn reported on discussion by the MINITEX/State Library Standards Review Task Force about the possibility of a new white paper to discuss the future of integrated library systems and other aspects of library technology. He noted that a white paper, which was written by the Task Force in the 1990s, helped spur movement toward a statewide catalog – which has taken form as the MnLINK Gateway. He has received a request for a forum to gather vendors to talk about new front-end searching products like Ex Libris' PRIMO that enable searching across an variety of information products – including a library's online catalog.

11) Member Reports & Other

Meetings for the balance of FY07: December 1, 2006; March 2, 2007, and June 1, 2007

Meeting adjourned.