

MINITEX POLICY ADVISORY COUNCIL MEETING
University of Minnesota – Twin Cities
18 Andersen Library
Friday, September 7, 2007
9:00 AM – 12:30 PM

Members Present:

Pat Akerman	Vanessa Birdsey
Karla Gedell	Dan Gjelten
Richard Kettering	Dorothy Liegl
Mary Lukkarila	Suzanne Miller
Doris Ott	Joan Roca, Vice Chair for FY07, Vice Chair for FY08
Anne Ryan, Chair for FY07	Ruth Solie
Linda Watson (Alternate)	Peg Werner, Chair for FY08

Members Unable to Attend:

Wendy Lougee (Linda Watson attended as alternate)
Bill Sozansky

Staff Present:

Bill DeJohn	Emily Kissane
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Ex Officio Members Unable to Attend:

Todd Digby

Observers:

Cecelia Boone	Kathy Drozd
Stephen Elfstrand	Becky Ringwelski

1) Introductions, Review and Acceptance of Agenda

Ryan welcomed attendees, and Council members introduced themselves. The agenda was accepted.

2) Review of Minutes of June 1, 2007

Roca moved and Werner seconded a motion for approval of the minutes as distributed. The motion was approved.

Election of Officers for FY2008

Peg Werner was named Chair and Joan Roca Vice Chair for FY2008 by unanimous consent.

3) Minnesota Office of Higher Education Report

Kissane noted that the Office is involved in a number of new programs and in preparing legislatively mandated reports.

4) Subcommittee on MINITEX Criteria Revision

Werner moved and Roca seconded a motion *to endorse the document as presented today*. The motion was approved. The document will be presented to the Office of Higher Education for approval.

Currently, there are a number of small MnSCU institution libraries that lack a full-time professional librarian. DeJohn said the goal was to work these small libraries to help them improve services to their user communities – not to restrict services. The report developed by a MnSCU working group last summer to discuss issues of library services and staffing has been submitted to the MnSCU Chancellor's office for review. As an example of a library that didn't meet the Criteria a few years ago,

but now does, Akerman reported that she had given 71 classroom presentations at St. Cloud Technical College during the 2006-2007 academic year.

5) Budget Outcome FY08 – What We Plan

DeJohn noted that MINITEX has received a \$1.25 million increase for each year of the new biennium – to the existing \$4.3 million base. Looking into the new year's budget, DeJohn noted the following items are being implemented:

- **Add a database to the ELM** suite of databases. We have thought of a health database to complement Go Local Minnesota, which has MedlinePlus health information.
- **Cover increased staff costs for compensation; increase in benefits**, thereby avoiding a potential reduction in database subsidies and reduction in services. This helps maintain current levels of service performance to participating libraries.
- **Continue subsidies** of scholarly databases for MN academic libraries.
- **Purchase a new Microfilm/microfiche scanner** with capabilities to allow improvements in image quality, speed of operation, and distribution capabilities (transmitting via the Internet), all of which will reduce staff time. This will allow us to provide many more pages per requests of fiche to paper copies for material that is available only on fiche, thereby reducing the number of requests we are unable to fill as most fiche collections do not circulate.
- **Meet inflation rates** from ELM vendors.
- **Add two library assistants to Document Delivery** to process requests and support MnLINK Gateway activity.
- **Replace computers** and servers.
- **Support increase in Delivery courier contracts** including increases due to fuel surcharges.
- **Support Minnesota Digital Library**, which includes staffing and hardware and software maintenance, thus freeing some LSTA grant funds for increased scanning of objects.
- **Technology infrastructure staff** related to the MnLINK mission

Solie said that she has received questions about how interested library staff can provide input and suggestions about databases to be added to ELM. DeJohn explained that the MEIR Task Force includes representatives of all library types and that the Task Force was consulted this year before the decision was made to extend ELM contracts for an additional two years. Suggestions may be made to members of the Task Force or to MINITEX staff.

6) Minnesota Digital Library (Umbrella Concept)

Council members discussed ELM statistics provided in the meeting packet. Usage continues to increase among patrons of academic libraries, but usage is not as strong among users of K-12 and public libraries. DeJohn indicated he did not have statistics for use of ELM via MnLINK Gateway or the ELM Portal, but would have that data for the next meeting. The goal continues to be to provide a solid core of electronic resources for library users regardless of age or educational status throughout the state. DeJohn said staff will be looking at the RFP and evaluation processes for the next round of ELM resource selection.

Research Project Calculator – Enhancements, which are being designed by K-12 media specialists, are expected to be installed in October.

My Health Minnesota → Go Local – Watson reported that this new resource has had a successful launch and is showing up on library websites and other locations.

MnLINK -- Ringwelski distributed handouts and other MnLINK items that were handed out during the State Fair. She said the working group that is discussing a MnLINK marketing effort had decided to focus on getting new brochures prepared for the Fair. Plans call for a MnLINK User Group meeting to be held in early November. Response time issues have been reported by the MINITEX Office with Aleph ILL since the implementation of Aleph Version 18.

Minnesota Digital Library – DeJohn reported that MDL work continues with 30,000 images being a goal for Minnesota Reflections by the end of the year. Ways through which searchers can comment about the images are being explored. New project applications are being received.

7) MINITEX Director's Report

DeJohn noted that MINITEX Delivery System staff processed over 900,000 items during the past year.

He introduced the idea of purchase-on-demand programs as one way to stem the increase in the number of ILL requests. He noted that expected MnLINK enhancements will allow library staff to check outgoing ILL requests for new items or for items that fall below an established cost level – with the possible outcome of deciding to purchase the item rather than allowing the request to proceed into the MnLINK Gateway ILL system. Council members discussed the concept, raising questions about required processes and the concept's rationale, but recognizing that the greatly increased number of requests moving through the system creates major workload stresses.

8) Future Developments that could affect the MINITEX Region

Council members discussed a range of issues including:

- Efforts to help high school students prepare for post-secondary education and work life.
- Open source integrated library systems and other open source library software.
- OCLC WorldCat Local and discussions of possible of support for a wide range of libraries to participate in OCLC WorldCat so their holdings would be available there.
- Strategic planning efforts.

9) Member Reports & Other Issues

DeJohn told the group that he would notify them of the launch of the University of Minnesota Libraries' implementation of Primo.

Liegl described changes underway at the South Dakota State Library. Applicants are being sought for a Director of the State Library.

Ott said the North Dakota Legislature approved a training position for the State Library. Also, a 20 percent increase in state aid for public libraries.

10) Adjournment

Roca made a motion to adjourn the meeting at 12:15 p.m. The motion was approved.

Remaining meeting dates for FY2008: Nov. 30, 2007; March 7, 2008; June 6, 2008.