

Minitex/MnLINK ILL Committee minutes

Conference Call – March 5, 2009 10:30-11:30

Present: Nick Banitt, Faith Bonitz, Pat Conely, Sonja Eilertson, Ted Hathaway, Evan Kelley, Sandy Kill, Agnes Lee, Ruth Martin, Becky Ringwelski, Paul VanCura

Absent: Jean Clark, LeAnn Dean, Donna Peterson, Mollie Pherson

Note taker: Nick Banitt

Next meeting note taker: Jean Clark

Review/approve minutes from last meeting

Minutes from Dec. 10, 2008 meeting were approved. Becky will have these posted to the web.

Regroup on the survey's next steps

Becky's intention here was that there was little or no feedback after Sonja produced her revised document. The whole idea of the survey concept was getting muddled and it was time to refocus.

Some of the questions posed to facilitate discussion:

- Why are we doing the Survey? The consensus seems to be that it is to generate best practices.
- Where should we go from here? We have the document that Sonja prepared.
- Should we ask questions about what would improve their processes?
- How do we share ideas about workflow/process? A wiki could be used for anyone to contribute.
- Should there be questions about how you deal with staff & end users?
- What methods do you use to communicate with users?

The group settled on a few primary questions for the survey.

- What would you like to see borrower's do?
- What would you like to see lender's do?
- What's important for your users?

- What is the most important ILL issue today?

In formatting the survey, response examples should be provided. Questions should also be formatted with a comments section. The Survey should also be used to advertise a wiki for developing best practices.

After the survey is produced and the results are tabulated, a report should be produced from the responses. Any report would include the Committee's ideas as well.

Action items

1. Becky will post approved minutes from Dec. 10, 2008 meeting to the web.
2. Becky will send a survey draft by Mar. 27, 2009 to the committee.
3. Faith will continue working on the E-Journal draft.
4. Mollie will continue working on the High demand draft.
5. Becky will continue working on the E-Delivery draft.
6. Becky will use the Doodle scheduling tool for our next meeting in May. The group decided that this would be an in person meeting.