

Minerva Executive Board
Wednesday, July 12, 2017
Maine State Library Studio
DRAFT

Present: Kevin Davis, Steve Norman, James Jackson Sanborn, Nancy Crowell, Susan Preece, Cyndi Burne, Judy Frost, Liz Soares
Through Remote Access: Amber Tatnall, Lynn Uhlman, Janet Elvidge

The meeting was called to order at 10:10 a.m.

Kevin welcomed our new and returning members: Shelly Davis, Megan McNichol and Susan Preece.

1. Election of officers for FY 17/18

Kevin Davis, chair
Janet Elvidge, vice-chair
Liz Soares, secretary
Amber Tatnall, treasurer

2. Review and acceptance of the minutes of the May 10, 2017 meeting:

<http://www.maineinfonet.org/minsite/wp-content/uploads/2013/04/Minerva-Minutes-051017-DRAFT.pdf>

The minutes were accepted with the proviso that in regards to Calais Public Library, cataloging access, not ILL service, had been turned off.

3. New Business

James Jackson Sanborn discussed the InfoNet server migration. It will go down around 11 a.m. on August 2 and will probably be down the rest of the day. This is a migration from a virtual server at the University of Maine to Innovative Interfaces using Amazon Web Services infrastructure.

MaineCat will be moved first, then URSUS, and finally, Minerva. This will enable Maine InfoNet staff to work out any kinks first. The only members who might have problems are those who have IP addresses hard-coded into their systems.

James was seeking final approval to go ahead with the migration and implementation of the various additional services Minerva is getting, which have costs attached.

Total Cost:

\$23,580 for a one-time fee. There is no addition to the Ill annual fee which is 11 percent down from FY17 and will be 13 percent down in FY18. So there will be a nearly \$200,000 carryover in FY18.

Breakdown:

Migration \$6, 600

Remaining 16,900:

Encore Discovery OPAC overlay: \$6,800

This function corrects/adjusts spelling, allows for post search and is more attractive.

James noted III previously quoted \$20,000 for this function.

Decision Center: \$6,653. This is a new statistics and analytics platform still in development. It is a better interface and is easier to download to spreadsheets.

My Library App: \$1,271. This is a patron-facing search app which can also be used to push social media messages at the Minerva level.

Mobile Worklist: \$924. Right now this is only available for IOS. It allows to staff to go into the stacks and use an iPhone or iPad camera to create lists and collect other data.

Linked Data Zefeira: Free. This function harvests catalog runs through scripts linking author and title more efficiently. It is geo-coded linked to search engines. Thus, anyone searching for information on an author or title would see that their local library had the books they were looking for.

Program Registration: \$1,617. This is a patron-facing calendar that patrons can use to reserve function rooms.

Sky River Cataloging: Free. This is utility downloaded to the desktop. It finds records from curated databases and zaps them into Minerva with templates. MILS is successfully using this already.

These applications enhance, rather than replace, current programs so staff can learn how to use them without losing service time. They will be unrolled in chunks, starting with Encore. Also, the cataloging committee should be able to help with learning Sky River.

Judy noted that this was a really great opportunity, at a great price, and the Maine InfoNet staff and board worked hard to get it.

Nancy moved to go ahead with the migration and approve the expenditures; Susan seconded. The motion passed unanimously.

Kevin began a discussion of membership concerns, which include non-participation and possible departures. He noted the collection development committee had experienced much difficulty in getting responses to its survey with key libraries not responding. Kevin also said that he reached out to Calais regarding their non-compliance with the cataloging meeting attendance rule and was met with "dead silence." Later he did get a response; however, the situation is still unresolved. Kevin noted that "Everyone has a complaint but no one is actively participating."

Nancy noted the low attendance at membership meetings. Charlotte Hobbs Library wants to discuss the cataloging meeting requirement. Judy noted that CMCC had a lost a cataloger and she was finding it a challenge to attend the meetings. Moreover, the college's network didn't allow her to watch online. Can we permit a limited access to cataloging for those who can't attend the meetings?

Nancy said that we could end up with really poor records, if we don't have a standard of quality. It's a real issue if we aren't hard-nosed about it.

Ideas for dealing with this issue were discussed, including a permanent, on-staff cataloger to help those libraries that don't have the skill set and lessons. Susan suggested connecting with the Maine State Library consultants. ARC monies might be available. The University of Maine at Augusta offers an Information and Library Science program, Nancy noted. Staff can take a cataloging class online. We might be able to work with UMA in a partnership.

As far as participation, Susan suggested a carrot/stick approach. Consequences are needed. Judy: The original carrot was that the more libraries that joined Minerva, the lower the cost; but we need to put the brake on how low it goes because we'll then need to add more Maine InfoNet staff. We never used excess funds to hire a staff person. Maine InfoNet staff is too small, because there will always be people who never participate.

Janet: Before we do that we need to look at model purchase service to have it done for them. You can't be a Minerva member if can't catalog properly.

Judy: There were no rules at first in Minerva; there's a different mindset when you say there's a consortium and how do I get it in?

James: History is important but we have new MOU

Kevin wondered if tying annual membership credits for participation might work. Those who do their own work and participate pay less than those who need to use a cataloging service and who don't participate. "There is a cost to all our libraries for us (the board) being here today."

The discussion was concluded with a plan to put this item in the next agenda. Action steps will be created.

In a related discussion, Judy noted that CMCC is receiving holds, even though the collection has been made unavailable due to construction work. Lynn said this is because library staff elsewhere are placing holds through Sierra, rather than Minerva. In Sierra, they can't see the item is unavailable. We concluded that we need to specifically target those who are doing this, rather than issuing a general reminder. Liz said the same thing happens when the Augusta schools close for the summer. She will have examples when school starts back up in late August. Kevin will ask James Rathbun, chair of the circulation committee, to discuss this issue at the next roundtable.

3. Old Business

Strategic Plan update

Cyndi has many pages of data stemming from the collection development survey, which she shared with the committee. Kevin's concern was that all the data was there, and she assured him it was. Cyndi Burne will send an update on the collection development survey.

Portland Area Minerva Libraries Partnership

Kevin said the partnership has been officially launched. There have been some minor issues, Nancy said; for example, one family wants their non-resident fee returned. She feels that their experience will be helpful when we move toward a statewide card. Patrons are excited.

Kevin said the announcement on Facebook received major traffic, and many comments and questions.

Reports

Maine InfoNet: James had no other news than the big news about the III add-ins.

Maine InfoNet Representative: Judy is resigning her position. The CMCC library is transitioning into an information commons and she will be busy dealing with all the changes. The Maine InfoNet representative sits on and meets monthly with that board and bi-monthly with the Minerva Executive Board. It is a non-voting seat. Judy recommended that the board select someone who really knows Minerva. We thanked Judy for her service.

Minerva Technical: Lynn said the upgrade provides some nice bells and whistles. There are some hiccups as far as statistics go, and they are trying to iron those out.

Finance: The financial report is attached. Amber said that we would be able to afford an additional staff person, if we decided to go in that direction. James said he would work with Amber to create a snapshot of total carryovers. Amber will create a formula to use with spreadsheets.

Membership Committee: They are ready to roll out invitation for new libraries in late July. We voted unanimously for them to do it. Yarmouth and Maine Maritime Academy have expressed interest. They could go live February/March 2018.

Collection Development Committee--Cyndi will update with the data.

Circulation Standards: Nothing to report.

Cataloging Standards: Attached.

We adjourned at 12:01.

The next meeting will be held Sept. 13, 2017.

Respectfully submitted,
Elizabeth A. Soares
Secretary