

Meeting of the Minerva Executive Board  
Wednesday, September 13, 2017  
Maine State Library Studio

Present: Kevin Davis, James Rathbun, Steve Norman, Nancy Crowell, Susan Preece, Liz Soares. Via remote connection: Shelly Davis, Janet Elvidge, James Jackson Sanborn, Alisia Revitt and Lynn Uhlman.

The meeting was called to order at 10:05 a.m.

The minutes of the July 12, 2017 meeting were accepted after a revision to state Cyndi Burne was going to send an update on the collection development survey.

**New Business**

Steve has agreed to be our representative on the Maine InfoNet Board. Thank you, Steve! Nancy noted that we need to update our strategic plan, and adjust the dates.

**Old Business**

Guidance to the Circulation Standards Committee regarding the collection development survey.

Are we comfortable with the information? Kevin said he is but is still dismayed by the lack of responses on the part of some directors.

Susan said the committee needs to be given the go-ahead to get to work. James Rathbun agreed it would be nice to get moving; he doesn't have a formal list of tasks, but the committee will talk among ourselves. They went through the policies and all need updating Nancy said we should be upfront with new members about how we are tightening things up. Nancy suggested a statement of support, giving the committee the go ahead. This was approved by affirmation

**Strategic Plan update**

We had previously talked about putting the Minerva logo on the Innovation delivery trucks. Jen Alvino had volunteered to do something look into it. Kevin will check back with her.

Kevin ran through some of the items.

Where are members in term of organization? The survey covered that. We're supposed to analyze and share this information with members.

Kevin: We also need to assess their feelings about Minerva.

Nancy: We don't want to overwhelm with survey just yet.

Susan: The Memorandum of Participation is confusing on the website. We need to straighten that out then ask for more participation.

Nancy had a patron want to contribute money to Minerva and when Nancy went looking for information on the logistics/policies regarding donations she found the website confusing. She said we need a better image.

Kevin asked us to go through the website. He wants us to go through it and come back with ideas/suggestions and note any problems.

Nancy suggested we make arrangements to project the website on a screen so we all can look at it. Later, James Jackson Sanborn demonstrated how this could be done.

James said Albie does the updates and back-up; various people do other content. We can contribute content to Maine InfoNet or a Minerva board member can be given access. A total redesign of the website would be a big project, but simple improvements are doable. These could include updating, adding content and adding links.

We also discussed the postings of the Memorandums of Understanding and Participation. James Jackson Sanborn posted the old MOU because MOP refers to it. But we now have a new MOU. We need to update the posting to reflect the most current MOU.

Steve would be willing to be part of group to review strategic plan and update--Shelly and Susan volunteered as well.

## **Reports**

### *Maine InfoNet/James Jackson Sanborn*

The Maine InfoNet board did not meet in August. Judy Frost, our former Maine InfoNet representative, was at the July meeting. They are hopeful Steve can attend the September meeting.

We are finally on new contract with III. We have saved some money with this, which has gone back into the budget.

In August, Maine InfoNet migrated MaineCat, Ursus, MILS, Minerva and Portland Public Library to the new server. There were a few snags but things are working well now. The response time has been good and maybe even faster than it was before.

New products are being installed working and Maine InfoNet staff will be working with the Minerva board and other committees to roll them out.

Four libraries have applied to MILS: Springvale and Old Orchard Beach go live this fall; Hubbard Free and Thomaston in 2018.

Kevin thanked the Maine InfoNet staff for the help they provided to South Portland Public Library during the migration.

### *Minerva Technical/Alisia Revitt and Lynn Uhlman*

Alisia noted new products and rolling them out as quickly and effectively as possible.

Some will just be available and ready to use and some may be a more complicated.

Lynn will be presenting the new features on the Monday of the Maine Libraries Conference at Sunday River.

### *Finance/Amber Tatnall*

No report as of the meeting.

### *Membership Committee/Steve Norman*

The previous Friday had been the deadline for applications. Merrill Memorial Library in Yarmouth and Maine Maritime Academy (Nutting Library) submitted their applications and they look good. Both know what they are getting into and have the resources to meet their responsibilities. Merrill has a long timetable for going live--Oct. 2018. We need to look at that and see if that works for Minerva but I expect we can accommodate that, Steve said.

Merrill needs the time to re-barcode their entire collection and change patron barcodes; also they're worn out from various other projects and need a breather.

Meanwhile, Maine Maritime would like to go live as soon as possible. Maybe January, 2018? James Jackson Sanborn said it would probably be more like February just because of staffing issues. MMA is a single Millennium user so library staff knows how III products work. We will just make sure they understand that just because they've done things a certain way doesn't mean they can or should continue. The librarian is on board with this. Maybe we can schedule the transition over a winter break? They are flexible as long as it's not during midterms or finals.

Steve will hold interviews with each library remotely by video-conferencing, and will then make the recommendations with the committee. In the last membership cycle, then there were some pressing deadlines involved. Windham needed to go online when their contract ended

with their previous vendor. The board approved taking an electronic vote between meetings. The vote was subsequently formally approved at the next meeting.

For Maine Maritime, that might be good if they have go-ahead sooner rather than later. Following a motion by Nancy, we unanimously voted to authorize the membership committee to approve/disapprove the applications and to allow an electronic vote on any resulting recommendations, to be ratified at the next board meeting.

James Jackson Sanborn noted that Saco should be part of Minerva; Nancy said the shared borrowing project between several southern Maine libraries has raised interest. James noted that Ellsworth would be a good fit, but they're happy with current system. Steve thinks Merrill and Maine Maritime are very good additions.

#### *Circulation Standards/James Rathbun*

They are looking at policies and will report next meeting.

#### *Cataloging Standards*

They were meeting next day. Calais is now up to speed on cataloging meetings

#### **Other**

Given Steve's movement we need new board member. Nancy suggested we head upstate more. Several names were mentioned; Kevin will contact people to see who might be interested. We hopefully will have somebody by the next meeting.

We set a date for the Fall Users Council Meeting: Friday, Dec. 1 at the Topsham Public Library, from 10 to 2. Susan will make catering arrangements with Frosty's and Blueberries, both in Topsham. Some of the agenda topics could include the new functions of Sierra, changes to the website and circulation policies. Susan said we should talk about consortium life (expectations). We should help members understand that there's a responsibility involved, and if you want to be heard you have to attend. Nancy noted that we also want front-line users to attend. We should encourage staff for to come. Paying for lunch (and Frosty's doughnuts) is a good investment.

The meeting was adjourned at 11:20 a.m. The next meeting will be held Nov. 8, 2017 at 10 a.m. at the Maine State Library.

Respectfully submitted,  
Elizabeth A. Soares  
Secretary  
Minerva Executive Board