

Minutes of the
Minerva Executive Board
Wednesday, November 8, 2017
Maine State Library Studio

Present: Susan Preece, James Rathbun, Steve Norman, Kevin Davis, Liz Soares, Shelly Davis, Nancy Crowell, Megan McNichol.

By virtual connection: Janet Elvidge, James Jackson Sanborn, Alisia Revitt and Lynn Uhlman.

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

*Review and acceptance of the minutes of the September 13, 2017 meeting:
<http://www.maineinfonet.org/minsite/wp-content/uploads/2013/04/MEB-Minutes-091317-Draft.pdf>

*New Business

We are still looking for a new public library representative for the board.

We continued our review of Minerva/InfoNet website. James Jackson Sanborn has tweaked the “news box” so we can fill it with fresh news and maintain it. Susan agreed to take on the responsibility. She pointed out there was old and conflicting information about the executive board. Susan would like a link on the Maine State Library Page. We discussed the problem of Minerva members posting queries on MeLibs instead of using the Twitter feed. Kevin would like to see more consistency on the pages.

The Upper Kennebec Valley school district is going to withdraw from Minerva. They are paid up through this year.

Jen Alvino, director of Windham Public Library, requested permission to make parts of the library collection unavailable for borrowing due to renovation project later this month. We voted unanimously to approve this request.

*Old Business

Susan, Steve and Shelly reported on their review of the strategic plan. Susan said we have completed five areas of our goals and two are in process. We had agreed to establish three new committees but not much has been done with this goal. We should give the committees something to do. For example, find out how the consortium feels about statewide library card? How can we help Maine InfoNet with staffing?

For the Innovation Committee, Kevin suggested we probably need more policies. Nancy mentioned the southern Maine libraries’ shared borrowing program. Steve said as an outgrowth of the Collection Development Committee, Innovation could look at how we can better distribute new popular titles. Maybe a floating collection, using Minerva funds to purchase extra materials. Another thought was to talk to Janet McKenney about

the library tax-checkoff fund. Perhaps we could receive funds from this on a rotating basis with other groups.

Shelly had started forming the Innovation Committee but it was set aside because the Collection Development Committee was formed. Shelly said she would try to bring in members from the general Minerva membership as well. Susan suggested that once the committee is reorganized it should plan to meet in the spring.

Our website improvements would be part of the Marketing and Communications Committee charge. Another would be putting the Minerva logo on the van delivery trucks. Susan suggested that internal communications could also be a topic. Janet and Liz will coordinate this committee.

Steve noted that the Financial Committee's role is supposed to be to evaluate funding for the ideas Innovation wants to pursue. Susan wondered if we need to have one person on staff who is responsible for cataloging. James Jackson Sanborn said the Sky River cataloging software that we will have access to soon might be a big help with this. State Librarian Jamie Ritter has been looking into a possible OCLC contract.

We will finish our backlog of tasks by spring. Shelly will update members at the spring Users Council meeting. James Jackson Sanborn want to sit in (or delegate other Maine InfoNet staffers to sit in) on the committee meetings. Susan suggested we look ahead to a new strategic planning session in 2019. Steve noted we have "tracks to stay on" and direct our energy.

The fall users council meeting will be held Dec. 1, 2017 at the Topsham Public Library. Morning snacks from Frosty's and lunch from Blueberries will be served. All member libraries are encouraged to attend. The executive board urges libraries to send front-line staff as well as administrators

The morning program will include the announcement of our two new library members, reports and updates and a review of the collection development survey. In the afternoon, we will have a presentation of the new Sierra features and perhaps a discussion of shared borrowing.

*Reports

Maine InfoNet: James said they are still tweaking the new Encore user interface. It will be installed in Ursus this week and next and then it will be Minerva's turn. Decision Center will be the next new feature. Global Worklists and Sky River are installed and ready to go, pending the arrival of documentation. Sky River will go to the Cataloging Committee first.

The My Library App it requires libraries to authenticate using a PIN or password. We don't feel we can do this and Maine InfoNet has complained to III about it. So we won't be using that app that right now.

MILS has two libraries coming live within weeks Springvale and Libby Memorial (Old Orchard Beach)

James said they are waiting to hear from the Maine Next Generation Foundation grant. It would add a staff member for three years, which would help with expanding the system.

He has also been doing Memorandum of Understanding work with various groups.

Maine InfoNet Representative: Steve Norman

Steve said that as the “newbie” he found it was interesting that the Maine InfoNet Board is looking at changing its composition. For example, the departure of Shelly Wyman from the Maine Department of Education raised questions about who would replace her. Also, there were questions about special libraries, as they seem to be disappearing. The board is also talking about a “directors’ summit” to carry on what Clem Guthro had started. There are questions about the overarching role of Maine InfoNet, Memorandums of Agreement, and what needs to be formalized. There would not be votes, but a discussion of how all our different organizations interact. For example, e-resources from Bowdoin show up in MaineCat but aren’t available for access. This would be open to any library director.

Minerva Technical

Lynn has been working on the Mobile Worklist documentation. Alisia suggested that the Innovation Committee could maybe have members do documentation on how to use the new features. This could motivate users because librarians will find other library friendly uses that Maine InfoNet staff might overlook from their perspective.

Finance

The treasurer’s report is attached.

Shelly suggested we should we do more bag ordering. James said the last order was in May. MILS is going to buy bags and we might be able to get a price break by coordinating with them on an order. Bags are losing their windows. Is there any way to fix them? Kevin will look into the pricing.

Membership Committee

We voted to officially validate Maine Maritime Academy (Nutting Memorial Library) and Merrill Memorial (Yarmouth) as members of Minerva. Nancy moved, Kevin seconded, and the vote was unanimous.

Collection Development Committee

James Rathbun said the circulation committee discussed the collection development survey at its last meeting.

Circulation Standards

James Rathbun said the most recent circulation roundtable focused on order records and the problems they can create, as well as their advantages. A vote was taken that approved suppressing DVD and Blue-ray order records and making non-requestable. This is to be bounced to the cataloging committee and James said it is on their next meeting agenda

Kevin said the problem is that we are creating “fake” records but we do this so patrons can put holds on them in advance. This is a tremendous service and answers the patron’s question of whether “Wonder Woman” is on order. We should solve the

problem, not hide it. The Cataloging Committee may have a different perspective, he said.

There are only four circulation policies and all need updating. Plus, we should add two more.

Policy One: Minimum Requirements for Patron Records. The proposal is to change this to just the patron's full legal name and a 14-digit barcode. Records must expire after one year and be purged after five years.

Policy Two: Integrity of Records. No creating dummy records that will be used to borrow materials used for displays.

Policy Three: Intra-Minerva Request Policy. Take out items not owned by library itself (i.e. Bestseller Express).

Policy Four: Prompt Billing for Inter-Minerva Items. Prompt billing for intra-Minerva interlibrary loan items is 45 calendar days for billing with seven days notice. No processing or other fees may be added. Payment should occur within one month period. If no notice is given then the billed library is not responsible for the bill.

A new policy will require attendance at the circulation roundtables. It will be a clone of the cataloging roundtable policy. If a library misses two meetings in a row, an e-mail will be sent and the executive board chair will be cced. If a third meeting is missed, the chair will call the library's director. If a fourth meeting is missed, the library will not be able to request items through ILL until the situation is remedied.

Another policy would require libraries to run notices and overdues daily, bills at least twice a week and to promptly fulfill all requests.

These proposals will go on the listserv for discussion.

Megan suggested do a welcome packet for new libraries coming into Minerva. This might be a job for the marketing and communication committee. We had also discussed a possible mentoring program for new members. Our updated website could also provide information.

Kevin suggested an annual letter restating our policies. Lynn will send a list of the kinds of information she sent to UKV when they came on board.

James Rathbun expects some pushback on the policy changes but feels they are solid. Kevin will announce them at the users council meeting.

Regarding that meeting, Nancy asked if it could be recorded. Susan will check.

Susan also felt we needed to get the input on these policies so we can vote on them at our next meeting.

Cataloging Standards

The committee requested \$1380 to provide another training session. We approved this request.

The meeting was adjourned at 12:01 p.m.

The next meeting of the Executive Board will be on Jan. 10, 2018.

Respectfully submitted,
Elizabeth A. Soares
Secretary
Minerva Executive Board