

Minerva Executive Board Meeting
May 30, 2018
Maine State Library Studio

Present: Kevin Davis, Susan Preece, Kyle Neugebauer, James Rathbun, Steve Norman, Liz Soares

Via remote connection: Shiva Darbandi, Janet Elvidge, Amber Tatnall, James Jackson Sanborn, Lynn Uhlman

The meeting began at 10:03 a.m.

We accepted the minutes of the April 11, 2018 Meeting

New Business:

Users Council Wrap Up:

Kevin thought it went well. There were lots of Zoom windows up, which was a bit confusing, but it was good to have the participation. It was difficult to hear us in the studio because there's only one microphone, so maybe we need a rewired mic or we can pass around the mic in the future.

Now that we are using Zoom, the meetings are recorded. We're not sure how they will be shared.

Kyle suggested that if we have many participants that one person is responsible for monitoring the comment feed.

Acquisition of Zoom account for Minerva use:

Kevin noted we are still using Jamie Ritter's account, but we ought to acquire an account. Amber said it's not costly so I would go ahead with the motion. As far as paying for it, James Jackson Sanborn said that currently Maine InfoNet does not have a corporate credit card and you need one to set up an account. Steve could propose it to the MIN board. James said that there were times he wished there was one, so he will explore the possibilities with the bank MIN deals with.

Nancy sees benefits with refreshments at meetings, bags, etc. Steve said he had a bad experience with a debit card that had automatic charges placed against it. However, it's getting harder and harder to operate without one so he would support MIN getting the card.

James Jackson Sanborn said MIN is getting an accountant in for a half day a week to look at processes, best practices, etc. He will ask this person for recommendations.

Zoom would be \$180 a year for the Pro Tier, with up to 100 participants and a gigabyte of cloud storage. Kevin thought we should “brand” it as Minerva but allow others to “borrow.” We voted to approve the purchase of the purchase.

Transition of Board:

Kevin noted that Kyle and Shiva were present, and that he, Nancy and Janet were leaving. This was the last time for this configuration of the board. Some institutional memory is leaving, but I think things are good. Kevin said, “We will be around.”

Shelly Davis will organize the next meeting.

Old Business:

Collection of Information on Patron Records Update:

James Jackson Sanborn said that Maine InfoNet’s insurance does not have an identity theft rider. It’s not an excluded or covered event. Since we last talked even more things happening so maybe we should remove drivers’ licenses and just use the birth year. As far as Ill goes, they indemnify us if it’s a software problem, but they indemnify themselves if it’s a bad practice on our part.

It’s a thorny legal issue. James thinks we should rely on an abundance of caution. There have been no breaches or leaks so far. A while back there was a potential problem through Boopsie servers that affected some Ill users, but not us, as we had locked down.

There’s no clear outline from ALA policies. James wants to attend a circulation roundtable meeting to discuss this issue. James Rathbun said that it would be at the end of June. Some libraries want to collect that information and so there will be a pushback. Nancy said the police want detailed information when they need to investigate. Scarborough keeps it on paper cards, but it comes to a point when you have to accept a certain level of loss.

Susan said that it’s a suggested practice, not mandated, so what is the problem? James Jackson Sanborn said that even if it’s not mandated, he is still concerned. Susan: Maybe we do need to have a requirement for insurance as requirement for joining. Nancy thinks it would be costly. Kevin asked James to keep us update on anything that he learns about insurance.

Missing minutes updates: 6/3/16, 11/1/16, 5/5/17 and 12/1/17

Reports

Maine InfoNet Representative:

Steve said the most recent meeting was postponed due to the lack of a quorum. A planning retreat will be held July 12 at Bowdoin.

Maine InfoNet Executive Director

James did not a lot to report since the users council meeting. He is looking for guiding principles for MIN. Alisia Revitt was back full time this week.

Minerva Technical

Lynn also said not much had happened since the users council meeting. We have migrated to Sierra 3.4. She is hoping to have 4.0 up and running by end of July. A few security things are stronger. They are still doing documentation and testing on the new products. Sky River will be demonstrated at the cataloging training on June 1.

James Jackson Sanborn said that the final new product list for MARVEL should go out soon. There will be more robust geographical identification so that people in Maine shouldn't even have to log in.

Finance

Amber is prepping for next fiscal year. Everything is looking good. Kyle asked about the Maine Infonet Financial Services Fee; that is because MIN handles monetary issues for us.

Circulation Standards Committee

James Rathbun said the committee had met the week before. They spent all day looking at best practices including integrating new policies and cleaning it all up. Zoom will be used in future roundtable meetings.

Cataloging Standards Committee:

The training on June 1 had 57 people signed up for it. Full report is attached.

Membership

James Jackson Sanborn said that Merrill Memorial going to be coming on soon and Ellsworth has reached out. He always thought would be good fit as a large library. Steve is very pleased also but surprised. However, they do have a new director.

Other:

Nancy noticed a couple of typos in minutes. Liz will fix them.

Janet said that maybe we can buy webcams for those libraries who don't have them. That might improve participation. Kevin said it's certainly worth exploring. Maybe it should be put into the requirements for participation.

James Jackson Sanborn noted they go for about \$49.99. Nancy said that the Minerva fee was reduced. James suggested the Logitech C920, which has a USB microphone as well as a camera.

Susan said thanks to the members of committee who are leaving us, who have provided such strong leadership. I hope to still see you and drag you into conversations.

Steve said thank you for doing this thankless job.

Kevin said all are welcome to participate in the executive board meetings and he has been including the Zoom link in the agenda.

Nancy: The Southern Maine borrowers group is having lunch to discuss their next steps. We have had interest from prospective members. A York County group may get together. As more of these groups form should Minerva become the default borrowing card? James Jackson Sanborn said that technically it is very easy. It works across systems as well. He uses his Orono card to check out materials at Colby.

He would love to see a multi-part agreement rather than each library signing a Memorandum of Understanding. There could be core principles policies and each participating library could sign onto it. There could be a list of libraries that your card will work at. Maybe a decal indicating cooperation? Kevin said the group has been a huge public benefit and the city governments are getting behind it. It is "unstoppable force." Steve said it should be a continuing agenda item to keep it on our radar.

We voted to ask the circulation committee to explore the idea of a common borrowers' card and to report back by December.

The meeting adjourned at 11:10 a.m.

The next meeting will be held July 11, 2018.

Respectfully submitted,
Elizabeth A. Soares
Secretary
Minerva Executive Board