

## **Minerva Executive Board Meeting**

Wednesday, July 11, 2018

Maine State Library

Present: Steve Norman, James Jackson Sanborn, Shelly Davis, Susan Preece, Kyle Neugebauer, Marcela Peres, Liz Soares; and via virtual connection: Megan McNichol, Shiva Darbandi, Amber Tatnall, Katherine Morgan, James Rathbun, Jen Alvino, and Lynn Uhlman.

The meeting was called to order at 10 a.m. with Shelly Davis presiding.

\*Review and acceptance of the minutes of the May 30, 2018 meeting

A correction was made: Shelly was not our previous vice-chair.

\*Election of new officers:

Shelly Davis, chair;

Liz Soares, vice-chair;

Susan Preece, secretary;

Amber Tatnall, treasurer.

\*Old Business

1. Zoom Subscription for Minerva

James Jackson Sanborn said we do need to get a credit card. He brought it to the Maine InfoNet board and they are in favor, but now he has to take the issue to their accountant. We will continue to use the state library's account until we have our own. One advantage of having our own is portability

2. Missing minutes from Users' Council Meetings

Spring 2016 is still missing, but Liz had December 2017 Users Council and sent that to Susan, who posts them on the website. We need to approve these at next users council meeting.

\*New Business

1. Meeting Schedule

We agreed to continue our meeting schedule of the second Wednesday of every other month. We are all comfortable using Google Drive to share documents. This year's schedule is: September 12, November 14, January 9, March 13, and May 8.

2. New Minerva Cataloging Support Staff Position

Katherine Morgan said the cataloging committee created a big wish list for a cataloging position, including answering questions from users, traveling to some libraries and maintaining the database.

James Jackson Sanborn said that with the budget cushion, we can support the membership with a 10-hour a week person hired through a contracting agency, which is the way Maine InfoNet hired Ellen Conway. A full-time position would cost \$50-60,000 and that would have to be in the budget, not from the carry-over. Then we would be looking at increasing dues. It might be the direction we want to go in if members feel it's needed. There are other options that can be explored, like providing funds for cataloging training for librarians.

Susan asked if the other systems have similar cataloging problems and James said they do. The workforce is changing and when dedicated catalogers leave they are not being replaced; the work goes to frontline staff. The smaller libraries in MILS never had cataloging positions. Susan asked if we should reach out to the other consortiums. James said yes, in the long term. However, Minerva could provide a model for how this type of position could work.

Steve pointed out that the role of the ARC libraries in inter-library loan has changed dramatically in the last decade. They do far less now. So maybe cataloging support is a new role they could take on. James said that is being discussed. Steve will bring that idea to the strategic planning session.

Kyle asked what is the role of the individual library vs. the consortium. This is a big conversation that we need to start having.

The position will be advertised, but James knows some retired catalogers who might be interested; there might also be part-time catalogers who would like the extra hours.

We voted unanimously to create a subcommittee to create a job description. Kyle, Shelley, James Jackson Sanborn, Katherine and Liz volunteered to serve. We will meet remotely. The product will be brought to the fall users council meeting.

### 3. Review of Current Strategic Plan

In October of 2017, Susan, Steve and Shelly reviewed the plan and reported out. Susan: we talked about the committees but were not sure what was done. The circulation committee is working on best practices, and also redid the policies. Steve said we needed to restart the other committees and give them clear charge for what they do. We set a date to have a Zoom meeting on August 8 at 10 a.m to discuss what happened at the Maine InfoNet retreat. Susan said we could use the information for our planning purposes and then "hit the ground running in September."

### 4. Fall Users' Council Meeting 2018

We are planning this for Oct. 26 at Topsham Public Library, from 10 a.m. to 2 p.m. Susan suggested that a good afternoon program might be to ask people where they want to be, regarding Minerva, in five years.

James said we could offer Zoom access to the meeting but maybe ask that it be used by libraries at a considerable distance from Topsham. Perhaps each remote library could have a "buddy" on site who could facilitate participation for them. We would only provide "buddies" for distant libraries. Susan liked the idea of linking people, and also said that we should do everything possible to bring people into the meeting. Amber noted that it's possible to set up

multiple Zoom meetings within one larger one. Shelly is going to do a brief recap of the meeting for the list and will include that information.

#### \*Reports

##### 1. Maine InfoNet Representative:

Steve said that Jane Haskell is leading the Maine InfoNet planning retreat on July 12 at Bowdoin. She facilitated our most recent strategic planning exercise as well. Steve will take the points that are in the preamble of the report he, Shelly and Susan did last fall to the retreat.

James Jackson Sanborn noted that the model will allow the MIN board to take new projects and match them to the rubric of their guiding principles, so they can use a set of questions to answer when anything new comes along.

##### 2. Maine InfoNet Director:

James Jackson Sanborn said that Minerva bills have been sent and many have been paid. Because of the deal we made with them last year, we are paying III 13 percent less this year. We are saving money and doing new things.

The implementation of the new products and services is continuing. III is not consortial from the ground up so things get complicated. They talk about moving towards a consortial model but that's years out. Some of the bells and whistles on the new products don't work exactly they we would want them to, but day to day operations are good.

James has been invited to be part of a focus group with the OCLC world share management system. He's glad we are where we are but is trying to keep aware of what is going on the software world for the future. We are uncommon and so no one builds a system for us.

##### 3. Minerva Technical:

Lynn reported that information on the new products is going out to the committees. They have a few things to do before Sierra 2.4 is installed. The bounced e-mail situation seems to be cyclical; providers change their e-mail algorithms, and sometimes the problems have to do with how many e-mails go out from a particular library.

Another part of the issue is whether the provider can tell whether the e-mail is legitimate.

Beta testers are needed to try out Decision Center. It is a project analysis tool, but data drift has been happening. The cataloging committee is working with Sky River. Mobile Worklist is good to go. The documentation has been posted.

##### 4. Finance:

Amber said that the expenses are flowing in now and she is wrapping up last year. Once the interest statement is in, we can see what the carryover will be. James Jackson Sanborn said that unless we have anyone leave, we should be up to 60 members.

##### 5. Cataloging Standards:

Katherine Morgan said that the training session at Topsham was wonderful; 57 people came and people want to do it again.

OCLC is no longer printing the Dewey Decimal Classification; they are moving to “Web Dewey.” The cost is \$300. She wondered if we could get a consortial subscription. Kyle asked if MILS could also be brought in to lower the price. We agreed that James Jackson Sanborn and Katherine are authorized to speak with OCLC about this subject. They will bring back the information to the board.

Katherine asked if the board would cover the cost of coffee and doughnuts for the cataloging roundtables. Susan wondered if these could be supplied by member donations, with people taking turns with the refreshments. Amber said we could cover it via the budget cushion. Steve said if this will bring people in, then we should “go for it.” Amber said it will be positive public relations. We voted to provide refreshments.

We’ve had some issues with bootleg DVDs turning up in the catalog. Shelly asked for a policy/procedure update on this problem.

#### 6. Circulation Standards:

We agreed to also provide doughnuts and coffee for the circulation roundtables as well.

James Rathbun said the committee is finishing up work on revising the best practices. They will send it out to a couple of other libraries to proof it and then it will be distributed.

They are also sending out a survey on libraries collecting drivers’ licence data. They need to know why they are doing it before going further on a policy.

If we have a reciprocal borrowing agreement would be just Minerva? James Jackson Sanborn said this will be a topic at the MLA pre-conference because it (reciprocal borrowing) is already happening.

Susan said the public library directors listserv is going back and forth on the topic; we need to look at legislation. Marcela said it’s going to be a money issue. James: If MILS in there will be a lot of pushback.

The bootleg situation is more for cataloging; we don’t even need a policy as we can tack it on to ARC policy. Jen said that it is important to have it documented. There were a few people who didn’t understand why it’s not OK.

#### Other

\*The Memorandum of Participation needs to be revised. Susan will work on this and bring it to the September meeting.

\*Regarding the totes message from Janet McKenney of the Maine State Library-- Amber has not heard back from her yet. Shelly would like clarification on what we need to do. Does this have any intended consequences for Minerva?

\*James Jackson Sanborn said there is interest in having the reading history feature turned on in Minerva. We will discuss this at our September meeting.

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The meeting was adjourned at 12:15 p.m.  
The next meeting will be held on Sept. 12, 2018.

Respectfully submitted,  
Elizabeth A. Soares  
Secretary, Minerva Executive Board