

Approved Jan. 9, 2019

Minerva Executive Board Meeting Minutes

Wednesday, November 14, 2018 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/166348691>

In Attendance: Shelly Davis, Steve Norman, Kyle Neugebauer; Jen Alvino, Marcella Perez, Liz Soares
On ZOOM: Shiva Darbandi, Meghan McNichol; Lynn Uhlman; James Jackson Sanborn, James Rathbun and Carin Dunay **Absent:** Amber Tatnall **Late:** Susan Preece arrived at 10:15

Documents for the meeting housed on Google Drive: <https://goo.gl/Gz5jfK>

- Call to order and introductions: *Shelly called the meeting to order at 10:05 AM*
- Review and acceptance of the [minutes of the September 12, 2018 meeting](#) : *The minutes of the September meeting minutes were moved and seconded by Marcella Perez and Liz Soares. The motion carried.*
- Old Business
 - Fall Users' Council meeting recap: *Shelly asked about how the ZOOM platform worked for those who used it. All present felt it was positive.*
 - Minerva Cataloging Specialist position: *James Jackson Sanborn is ready to send the job description out. The ad will be placed on MELIBS and Minerva listservs. James asked Kyle, Shelly, Liz and Katherine Morgan to serve on the hiring committee*
 - Memorandum of Participation: *Jen moved the acceptance and adoption of the Memorandum of Participation with the removal of the phrase "electronic resources." Susan seconded the motion which was approved unanimously.*
 - Zoom subscription for Minerva: *Shelly and James Jackson Sanborn concurred that we are waiting for Maine Infonet to provide a credit card for this purchase. Lynn Uhlman reminded the group that we need to be sure that we have the correct technical requirements at each ZOOM location including a good microphone and camera. Perhaps we can provide or refer to a "how to run a videoconference with ZOOM" document or video.*
- New Business
 - Charges for Cataloging Standards, Circulation Standards, and Membership Committees: *None of these committees have created charges as they all have not met or will be meeting in the near future. All will provide a draft for the next Exec. Board meeting in January.*
 - Review/establish membership guidelines for all six committees: *The group discussed the idea of term limits for the committees. Are they necessary for some committees? All committees? What kind of time framework would work for each committee? This led to a discussion of potential changes in the charges of the committees. Circulation and Membership both discussed the need for a "Welcome Wagon" packet for new libraries in Minerva. Lynn mentioned that new libraries comment that they don't understand what takes priority in the required tasks and that they can feel like they are floundering. She provided a template of a welcome sheet that InfoNet staff have created for new members or new personnel at existing Minerva libraries. Steve mentioned that in the past. Membership made the preliminary effort to connect with new libraries and assisted in "going live". Liz mentioned that Innovation would likely want to include some items for the Welcoming Packet. Kyle stated that it makes sense to the beginning information should come from Membership. The group concluded that once all the committees come*

Approved Jan. 9, 2019

up with charges, we can review and discuss the best way to encourage strong participation from all Minerva members.

- [Bylaws](#) update needed to reflect current list of committees (Article 8, Sec 3) *As a result of the Memorandum of Participation and the addition of the new committees it appears that the bylaws need an update. Susan volunteered the MOP committee (James Jackson Sanborn, Steve Norman, Jen Alvino and Susan) to review and provide a draft at the next Executive Board Meeting.*

At this point Shelly raised the issue of how the new Memorandum of Participation will be implemented. After some discussion, it was decided that Shelly will send an announcement to the membership about the new MOP and ask for that all libraries submit a new signed copy of the MOP by Jan. 1, 2019. It was decided that this MOP goes into effect on July 1, 2019. The Board Secretary will be responsible for ensuring that all members submit new MOPs.

- Reports

- Maine InfoNet Representative: *Steve Norman discussed Maine InfoNet's strategic planning. One of the main goals for InfoNet is financial sustainability. This requires some research on different membership models and will likely include membership fees. This will be a longer process with more information to come. Some of the other goals have been pushed back in time. In their enthusiasm, some felt that the time frames might be too ambitious.*
- Maine InfoNet: *James informed the group that there is money in the Bibliotheca/CloudLibrary accounts. Some new selectors for fiction are needed. Marcella offered to assist. The selectors put together carts from which James buys titles. He was asked if he needed other selectors and he mentioned that he could use someone for non-fiction. Jen offered to take this on. Maine InfoNet continues to work with Balsam and Koha libraries to facilitate the issues they are having with ILL.*
- Minerva Technical: *Lynne mentioned that Merrill Library in Yarmouth will come online on Dec. 12. The Sierra 4.1 update on Nov. 13 seems to have been successful and the statistics seem to be working.*
- Finance: *Amber was sick and unable to attend but all is well in the world of Minerva finance.*

- Committee Reports

- Cataloging Standards: *Katherine sent a written report to Shelly. They will meet again in the near future.*
- Circulation Standards: *James Rathbun reported that Circulation will have a long in transit policy for the Exec. Board's January meeting. They are also taking a look at shared borrowing in Minerva. Shelly asked about the Reading History discussion that was held at the Fall User's Council Meeting. James will also present a Request For Action on Reading History at the January meeting.*
- Communications and Marketing: *Liz is chairing this new committee. Their greatest need is new members. Discussion at the User's Council meeting revolved around internal needs-website, how-to videos, etc. and external needs- more marketing of the services available at member libraries (wrapping a van or a bus with an ad, etc.) After some board discussion, Susan volunteered to work on this committee since she is updating the Minerva website.*

Approved Jan. 9, 2019

- Financial Sustainability: *Amber Tatnall was unable to attend but this committee is beginning with research. How do other systems maintain financial sustainability. More to come.*
- Innovation: *Sophie Smith and the committee are recruiting members for the Innovation Committee to make sure that there is wide representation from Minerva libraries of all sizes, budgets, etc.*
- Membership: *The committee was the focus of discussion earlier in the meeting. They will be meeting and be busy with Merrill Library coming online in Dec.*
- Other: *Lynn offered to add Google groups for all committees to facilitate communication.*
- Adjournment: *Jen moved to adjourn the meeting; seconded by Susan Preece. The motion carried unanimously at 11:35 AM.*
 - Next meeting: Wednesday, January 9

~~~~~  
**Mission Statement:**

*Minerva provides the structure, systems, and support for member libraries to enhance services to library patrons through collaboration.*

**Executive Board Representatives, 2018-2019:**

***Public Libraries***

Jen Alvino, Windham Public Library  
Kyle Neugebauer, Thomas Memorial Library  
Marcela Peres, Lewiston Public Library  
Susan Preece, Topsham Public Library

***Academic Libraries***

Shiva Darbandi, Maine College of Art  
Shelly Davis, Saint Joseph's College  
Amber Tatnall, York County Community College

***Special Libraries***

Megan McNichol, Eastern Maine Medical Center

***School Libraries***

Liz Soares, Augusta School District

***Ex-officio***

Steve Norman, Maine InfoNet Board Representative, Belfast Free Library  
James Jackson Sanborn, Executive Director, Maine InfoNet