



Minerva Executive Board Meeting Minutes

Wednesday, January 9, 2019 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/924350135>

Documents for the meeting housed on Google Drive: <https://goo.gl/B58ory>

- Call to order and introductions: *The meeting was called to order at 10:02 AM. The following members were present (either in person or via Zoom): Shelly Davis, Kyle Neugebauer; Liz Soares, Steve Norman, Marcela Perez, Jen Alvino, Amber Tatnall, Susan Preece and new Special Libraries Representative, Jane Bolduc*
Absent: Shiva Darbandi

Other attendees included: James Rathbun, Jamie Ritter, Courtney Sparks, Lynn Uhlman and Alisia Revitt

- Welcome new Special Libraries Representative - Janet Bolduc, Maine General Medical Center
Shelly welcomed Janet back to the Minerva Board and thanked her for serving on the Board.

- Review and acceptance of November 14, 2018 meeting minutes: *The November 14th minutes were amended to include the deadline for MOP completion which is May 31, 2019. **The minutes were moved as amended by Liz Soares, seconded by Amber Tatnall and approved unanimously.***

Shelly asked the Board to discuss New Business out of order in deference to Jamie Ritter, State Librarian's schedule. Without objection, the meeting continued with New Business.

- New Business

- Updates from the Maine State Library with special guest, Jamie Ritter: *Jamie thanked the group for allowing the agenda change. He discussed a new initiative –a pilot program to offer reciprocal borrowing across the state among libraries in an III system for one year. Patterned after the southern Maine group of reciprocal libraries, this pilot program stemmed from a discussion at MLA last fall and some individual discussions that have occurred over the years with Maine InfoNet and other individual libraries. A team was formed and tasked with addressing how we could make reciprocal borrowing possible across the state. There are three groups addressing- “low hanging fruit” such as the pilot program; “high hanging fruit” issues that are harder to accomplish due to library size or technology incompatibility; benchmarking to establish how we can decide what success looks like after the pilot program to bolster a possible request for state funding of a statewide initiative,*

The reason for the immediate focus on III libraries is because anyone in these systems can use the “Visiting Patron” function. An MOU is being drafted for the pilot and will hopefully be ready to send out in the next month or so. It is hoped that in the course of a year, we can debunk some myths and provide some real world experience about the difficulties/ease of a statewide system.

A message will be sent out to all libraries in the state when the pilot is ready to roll with explanations about what is happening and why. A FAQ sheet and possible Zoom meeting will be made available to address any questions, etc. The intent is that this is the start of a larger initiative.

The second item in Jamie's report was about funding resource sharing initiatives being presented to the state legislature LR 1748 presented by Catherine Nadeau and Eloise Vitelli. More info will be forthcoming but this bill includes four (4) key library resource-sharing components:

1) Strengthen the Interlibrary Loan / Van Delivery program. This enables a resident to borrow materials from libraries other than their own “home” library. (i.e. a resident living in Winslow could borrow a book from Belfast – Belfast has the book delivered to the Winslow Public

Library through the Interlibrary Loan Van Delivery program).

2) Strengthen statewide access to important career and workforce development online content resources. This allows continuation of Maine libraries important role in helping augment career center resources, as well as to provide needed materials to Maine residents seeking assistance in career building and job seeking skills.

3) Greatly expand Maine libraries access to Maine's universal library catalog called "MaineCAT." This initiative would enable exponential growth of smaller and more rural libraries access to MaineCAT, and in doing so, would enable library users greater access to library materials from other libraries across the state.

4) Conduct a comprehensive, professional, study of the Maine Regional Library system to better understand community needs for library services, as well as understand how libraries are sharing resources between one another. This will inform how the Maine libraries can better cooperate and share resources, as well as inform how the Maine State Library allocates its resources within the context of the Maine Regional Library System.

Jamie reiterated that it is important to note that we are trying to do the easier items first but in no way changes our desire to provide access for ALL libraries in Maine. It will be important to get support for this legislation from local legislators. Watch MELIBS and other listservs for more info. Jamie needed to leave the meeting at this point and Shelly redirected the group to Old Business.

- Old Business

- Minerva Cataloging Specialist position: *James Jackson Sanborn let Shelly know that there are four applicants for this position. Interviews with the Search Committee (Shelly, Liz, Kyle) will be scheduled.*
- Memorandum of Participation: *Susan reported on the number of MOP's that have been submitted. She asked for a current list of Minerva libraries so that she can keep track of stragglers. Amber will send her a list.*
- Charges for Cataloging Standards, Circulation Standards, and Membership Committees: *Draft charges for all the above committees were reviewed by the members of those committees. Katherine Morgan reported that the Cataloging committee approved the draft charge. **Susan moved the acceptance of this draft, seconded by Kyle. The motion was approved unanimously.** James Rathbun reported that Circulation had also accepted the draft charge. **Amber moved to accept this charge, seconded by Jen and approved unanimously by the Board.** Finally, Steve reported that the Membership Committee asked to change "contributes to the onboarding of new members," to "coordinates the onboarding of new members." **Susan moved that the charge be accepted with the Committee's changes which was seconded by Jen and approved unanimously.***
- Membership guidelines for all six committees *Now that all six committees have their charges, there was discussion about where they should be published. It was suggested that they be added to the bylaws and include membership guidelines, in cooperation with the committees. These should include a mechanism for adding new members with term limits, etc.*
- [Bylaws](#) update needed to reflect current list of committees (Article 8, Sec 3) *Bylaws discussion was tabled to the March meeting to give the Board a chance to review the Bylaw committee's draft revision.*
- Zoom subscription for Minerva *We are still waiting for our own ZOOM subscription. Maine InfoNet is aware.*

- Reports

- Maine InfoNet Representative: *Steve Norman updated the Board on Maine InfoNet's strategic plan which has been finalized.*
- Maine InfoNet: *James Jackson Sanborn was not in attendance due to an unavoidable conflict.*

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- Minerva Technical: *Alisia Revitt reported that: 1) a ticket has been submitted with regard to the “super slowness” issues. 2) Yarmouth is online for requesting/requestable items 3) Alisia mentioned that InfoNet staff spend time explaining policies in the formal on-boarding training and that new members need more than this. Having a training with daily system users is extremely important. Jen Alvino spent several days helping Yarmouth as did some others but the Membership Committee’s consideration of this is most welcome. The Board concluded that we would support this type of mentorship/training. It was suggested that Membership meet with Heidi Grimm about what went well and what was lacking in the onboarding process. Steve and Jen will handle this.*
- Finance: *Amber presented her report. All bills have been paid through 12/31/18. Three libraries still owe annual dues. Amber and Shelly have been receiving inquiries about dues for next year. Many libraries are already in budget prep by now. Next year, we will move the discussion up to September. **Shelly moved that dues for FY 20 be set at \$4000 and announced for the convenience of libraries in budget prep. Jen seconded the motion that was approved unanimously.** Shelly and Amber will “co-announce” this decision and we will review the rest of the FY20 Minerva budget for in March.*
- Committee Reports
 - Cataloging Standards: *Katherine Morgan updated the Board on training and attendance for Catalogers. **Another in-person training was requested. Susan moved that the Board approve a cataloging training session with refreshments which is estimated to cost about \$1,400. Jen seconded the motion which was approved unanimously.***
 - Circulation Standards: *James Rathbun presented a Request for Action statement outlining a Long in Transit policy. Susan moved the adoption of the policy, seconded by Jen and approved unanimously. Other items discussed included: 1) purging of patron records-should those records with fines be purged? 2) MOU for Minerva shared borrowing-a draft was sent out last night. The Cataloging Committee will work with the Circulation Committee to work out issues with Rapid Read Collections-this may be ready for March meeting Board discussion-more to come! The goal is to bring something to the Users Council in June for a vote.*
 - Communications and Marketing: *Susan and Liz will get together before the March meeting.*
 - Financial Sustainability: *No report, but they are working.*
 - Innovation: *Sophie Smith held a preliminary meeting. Steve commented that this was an “exciting” group.*
 - Membership: *Previously discussed earlier in the meeting. See Old Business.*
- Other: *Shelly reminded the Board that there will be 3 open seats in FY 19-20. In the past, the Vice Chair has handled the elections. Liz will solicit self-nominations from Minerva representatives. Marcela will not be able to re-run for the public library seat that she holds. Both Liz and Amber are willing to run for re-election.*
- Adjournment: ***The meeting was adjourned unanimously on a motion by Susan, seconded by Liz.***
 - Next Minerva Executive Board meeting: Wednesday, March 13, 2019

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 (*Secretary*)

Academic Libraries

Shiva Darbandi, Maine College of Art
Shelly Davis, Saint Joseph’s College (*Chair*)
Amber Tatnall, York County Community College (*Treasurer*)

Special Libraries

Janet Bolduc, Maine General Medical Center

School Libraries

Liz Soares, Augusta School District (*Vice Chair*)

Ex-officio:

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

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