



## Minerva Executive Board Meeting Minutes

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Wednesday, March 13, 2019 | 10:00am - 12:00pm  
Maine State Library Studio | Zoom: <https://zoom.us/j/242671571>

Documents for the meeting housed on [Google Drive](#).

*In attendance: Liz Soares, Kyle Neugebauer, Steve Norman, Shelly Davis, Susan Preece, Janet Bolduc.*

*On ZOOM: Jen Alvino, Josh Tiffany, Sophie Smith, Larry Dodge, James Rathbun, Amber Tatnall, Shiva Darbandi and Deborah Follansbee. Absent: Marcela Peres*

- Call to order and introductions:  
*Shelly Davis called the meeting to order at 10:03. All attendees introduced themselves and Shelly welcomed Deborah Follansbee.*
  - Welcome Deborah Follansbee, Minerva Cataloging Specialist  
*Deborah was a cataloger at Princeton University and retired to Maine. She has been working with us for about a month. On her short-term "to-do" list is cleaning up dups from Merrill in Yarmouth's integration.*
- Review and acceptance of January 9, 2019 meeting minutes  
*The minutes of the January 9<sup>th</sup> meeting were approved unanimously on a motion by Amber, seconded by Liz. Shelly asked the Board to take the agenda out of order in deference to those who only needed to present reports. There was no objection so the meeting proceeded with Committee reports.*
- Committee Reports
  - Cataloging Standards: *Katherine Morgan submitted a written report which was reviewed by Shelly.*
  - Circulation Standards: *James Rathbun reported that the Standards Committee will meet at the end of March.*
  - Communications and Marketing: *Liz Soares has not been able to get together with Susan Preece but will make it a priority. Susan mentioned some of her difficulties with the website but plans to soldier on.*
  - Financial Sustainability: *Amber Tatnall reported that the committee will not meet until May so stay tuned.*
  - Innovation: *Sophie Smith reported on the committee's first project and submitted a Request for Action (RFA) to the Board. Summary: The Innovation Committee requests the Executive Board allocate \$5000 to the pilot program of a semi-annual innovation competition, in which participants from all over the consortium will submit ideas to create real change at their libraries and throughout the system as a whole. By funding a competition of actionable ideas it is hoped that more people will think about ways to improve both individual libraries and the consortium as a whole.*

*Discussion followed including: The possibility of doing this once a year since long term funding of \$10,000 a year might be a problem for the budget; the need to specifically track how the money was used via a reporting component; appreciation for the committee's energy and speed at coming up with this conduit for innovation.*

*Jen moved that the board approve the concept of the Innovation Committee's RFA with the provision that this be a 3 year pilot project with once a year award of \$5,000. In addition, the committee should come back to the board prior to proceeding, with answers to the questions that are outstanding. Once*

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*those items are dealt with, the board will authorize the committee to proceed. Susan seconded the motion which was approved unanimously.*

*Sophie indicated that she would check back with the committee and address the Board's questions at the next meeting.*

- *Membership: Steve reported that Yarmouth is live! There has been an inquiry from another library about joining Minerva. James Jackson Sanborn will confer with the committee when the staff is ready/able to bring on another library. Jen mentioned that the process last year was: Applications out in July with an August due date. Steve will reconvene the committee. All were reminded that we need to support the onboarding of new libraries much more actively. Local "experts" will be crucial to success.*
- **Old Business**
  - *Minerva Cataloging Specialist position: We met Deborah at the beginning of the meeting. Thanks to James Jackson Sanborn and the committee for handling this.*
  - *Memorandum of Participation: Susan reported that there are 22 outstanding MOP's. She will contact those libraries.*
  - *Membership guidelines for Cataloging Standards, Circulation Standards, and Membership Committees: Shelly will ask these committees to report on this. Reminder: all of this information must be on the Minerva website, including the process for participation.*
  - *[Bylaws](#) update needed to reflect current list of committees (Article 8, Sec 3): The Bylaw Committee presented the updates at the January meeting. **Jen moved to accept this revision to bring to the Users Council which was seconded by Shelly and approved unanimously.** The draft will be presented at the Spring Users Council for a vote.*
  - *Zoom subscription for Minerva: Still on hold pending credit card issue at Maine InfoNet. Special thanks to MSL for letting us use their account.*
- **New Business**
  - *Executive Board election: Three seats on the board will be open-1 public library, 1 academic library and 1 school library. Ballots should be out by Mar. 30 according to our bylaws.*
  - *FY20 budget: Amber will present the budget at the May meeting. Items affecting budget are: Cataloging Specialist hire; Innovation Committee's request for \$5,000 annually; Zoom subscription and the need to add the costs of other expenses like food, etc. for training events. Amber will also take a look at longer range budget projections.*
  - *Date for Spring Users Council meeting - June 21 or 28? Format? Agenda items? June 28 was chosen for the Users Council meeting. As in the past, it will be held at MSL conference room with ZOOM access.*

*The Agenda will include: Bylaws revision, Innovation Committee's project; FY 20 Budget; Introduction of Deborah Follansbee; Notification of application cycle for new members (if appropriate). Shelly will send a "save the date" announcement.*
- **Reports**
  - *Maine InfoNet Representative: Steve reported that InfoNet staff are working to prepare a connection between Balsam-Koha and MaineCat. InfoNet Board discusses the merging of the Maine InfoNet Board and the Maine InfoNet Collaborative Board in order to carry out Maine InfoNet's work solely under the*

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*auspice of the legally recognized 501(c)3 Collaborative. More to come. There will be an April 24 library event in the Hall of Flags.*

- *Minerva Technical: James Jackson Sanborn delivered Lynn Uhlman's report. The issue of periodic slowness of the system seems to have no definitive cause. III and InfoNet staff continue to review the issue and are keeping an eye on it. Lynn has been working to bring Deborah Follansbee up to speed. A question about whether Deb can work more than 10 hours per week since she was not hired until recently was asked. Apparently, Deb only wants 10 hours.*
- *Finance: Amber reported that all dues are in. She is finishing the FY20 Budget draft. There was discussion about ordering more delivery bags now. Medium bags seem to be needed most. Shelly will handle the ordering. Janet Bolduc asked about the possibility of buying additional totes. James and Shelly will speak with Janet McKenney about this.*
- *Other: A suggestion was made that we should provide a friendly reminder that all Minerva members need to be responsible about following the rules of the consortium. Amber mentioned the possibility of offering a discount on membership fees for those who choose to be a part of governing committees and leadership to encourage broader participation among the members. She will bring this idea to the Financial Sustainability Committee.*
- *Adjournment: The meeting was unanimously adjourned at 11:45AM on a motion by Susan, seconded by Shelly.*
  - *Next Minerva Executive Board meeting: Wednesday, May 8, 2019*

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**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 Neugebaur, 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, MaineGeneral 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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