



Minerva Executive Board Meeting Minutes
Wednesday, May 8, 2019 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/208701655>
 Documents for the meeting housed on [Google Drive](#).

In attendance: MSL-Janet Bolduc, Shelly Davis, Kyle Neugebauer, Steve Norman, Susan M. Preece, James Jackson Sanborn –also Janet McKenney, MSL, for a portion of the meeting.

On ZOOM: Jen Alvino, Shiva Darbandi, Larry Dodge, James Rathbun, Alisia Revitt, Sophie Smith, Liz Soares, Courtney Sparks, Amber Tatnall, Josh Tiffany, Lynn Uhlman

- Call to order and introductions
Shelly Davis called the meeting to order at 10:05AM. She welcomed all attendees and asked that we each introduce ourselves; first at MSL and then from ZOOM.
- Review and acceptance of the [March 13, 2019 meeting minutes](#)
Shelly moved the minutes for acceptance with Kyle Neugebauer seconding. The minutes were unanimously approved.
- Old Business
 - Memorandum of Participation: *Shelly asked Susan Preece about the collection of MOP's which need to be submitted by May 31, 2019. Susan reported that there are 3 outstanding MOPs but that she anticipates they will all come in on time. James Jackson Sanborn asked if she had been hearing about any issues with the MOP. Susan indicated that some of the libraries asked for clarification on the materials budget statement on the MOP. Once it was explained that it was included to remind all members that participation in Minerva should not supplant collection development in the member libraries but supplement it, there were no further comments. Shelly commented that member libraries could and should use this requirement for support with their individual funders for increases in collections budgets.*
 - Executive Board election: *Liz Soares reported that the election for the open Executive Board seats went well. The winners are: Amber Tatnall for Academic Libraries, Liz Soares for School Libraries and Josh Tiffany for Public Libraries. All were congratulated!*
 - FY20 Budget: *Amber presented the FY20 budget. There was discussion with regard to the contingency/reserves. Amber reported that this was the first year that we will balance the budget with reserve funds (\$6063.75) and that we are in year 3 of a 5 year contract with Innovative Interfaces Inc. James Jackson Sanborn reviewed the history of the reserve fund and the group discussed the issue. Since we were discussing budget, Susan inquired about the Minerva Treasurer getting a pre-paid credit card with which we could facilitate the purchase of a Zoom subscription and paraphernalia The Zoom issue has been on our agenda for most of this year and it might be easier and more direct than to wait for InfoNet to get a credit card. After some discussion, Amber agreed to look into this and report back to the Board.*

The discussion of the budget was momentarily suspended at Shelly's request to address the tote shortages with Janet McKenney who was in attendance for this reason. After last month's meeting, at Janet Bolduc's suggestion, Shelly asked Janet to report on the issues surrounding a dearth of totes. Janet reported that the biggest problem with the totes is the wear and tear. Freedom Express does not let us know when they take our totes out of service due to condition. Janet has been buying 100 (@ \$17 per tote) a year with some of the available federal funds. The shipping cost of totes is

very high- \$500-\$800. An RFP for van delivery contract beginning Jan. 1, 2020, will be going out soon and should be settled by Aug., 2019. **Shelly moved that the Minerva Consortium provide \$1,700 to Maine State Library from the FY 2019 Minerva budget toward the purchase of 100 totes. Susan seconded the motion which passed unanimously.** Janet expressed gratitude and explained that an effort will be made to keep track of the totes (barcoding, etc.) to provide data on the useful life of the totes we purchase. James Jackson Sanborn mentioned that the MILS consortium will also purchase some additional totes.

At this point, the discussion of the budget for FY20 resumed. It was suggested that the budget line for Delivery Bags be changed to "Delivery Bags/Totes." In anticipation of cost increases and the expenditure for totes, this line was raised \$2,000 to \$5,500. **Shelly made a motion to approve the FY 20 Budget which was seconded by Jen Alvino and passed unanimously.** This budget will be presented to the Users Council in June for adoption.

- Membership guidelines for all committees: *Tabled by Shelly with unanimous consent*
- Zoom subscription for Minerva: *Discussed in the context of budget for FY20. Tabled -pending more information on prepaid credit cards*
- New Business
 - Appointment of new Chair of the Membership Committee: *Steve Norman will no longer be able to be the Membership Chair. Shelly thanked him for his service and appointed Jen Alvino to chair the committee.*
 - Consideration of one-time allocation to MSL for delivery totes-*Addressed in budget discussion.*
 - NMCC ILL hiatus in July: *Shelly reported on this request. There were no objections.*
 - Agenda items for Spring Users Council meeting - June 28 ("Save the date" email sent 4/5/19.)
 - Highlights of Executive Board actions, FY20 budget review, reminders of member responsibilities: *Shelly and Susan will work on this item for the meeting and send information to the board prior to June 28.*
 - Bylaws update: *The revised bylaws will be presented at the Users Council for adoption.*
 - Minerva Cataloging Specialist position: *Deborah Follansbee will be introduced to the Council.*
 - Committees: *Innovation Committee award program, Membership application process.*
 - Consideration of discounted membership rates for serving on the Executive Board, chairing committees. *Shelly asked to table this item in the interest of time. All agreed and it will be moved to the July Executive Board meeting.*
- Reports
 - Maine InfoNet Representative: *Steve reported that the InfoNet board is beginning to look at ILS vendors in Sept. since we are in our 3rd year of a 5th year III contract.*
 - Maine InfoNet: *James discussed LD 1149 and its implications for additional funds. Stay tuned for the full disposition of this bill.*
 - Minerva Technical: *Lynn Uhlman discussed the cyber-attack that created havoc on the system earlier this spring. III was very helpful in assisting the staff in getting to the bottom of the problem. Steps are being taken to guard against the issues. 4.2 version was updated recently and 4.3 is available already. Watch for more info.*
 - Finance: *All is well with Minerva finances according to Amber.*
- Committee Reports

- Cataloging Standards: *The committee present a Request for Action for a “Local Short Term Materials Collection Cataloging Policy”. The policy permits libraries to create unique bibliographic records for their Bestseller Express/Rental Collection and item records that contain the typical information. These unique bibliographic records would prevent items in these short term collections from appearing on the standard records for popular items and would more accurately reflect Minerva item availability for patrons. Susan made the following motion; “Minerva cataloger will use the Local Short Term Materials Cataloging Collection Policy when adding Bestseller/Rental Collection materials to Minerva ILS.” It was seconded by Shelly and adopted unanimously. The Cataloging Committee will announce this at the Roundtable and on the cataloging list. Josh commented that we may need to address the rental collection issue going forward.*
- Circulation Standards: *James Rathbun presented two policies to the board for action. The first was “The Circulation Standards Committee requests that the Executive Board amend the Notices Running Policy to include Clear Expired Holds and Hold Shelf.” Susan moved this amendment; Shelly seconded and it was approved unanimously. The second was; “The Circulation Standards Committee requests that the Executive Board take necessary steps to “turn on” the reading history function for the Minerva Consortium, thereby giving libraries and patrons who, themselves chose to enroll the ability to make that choice.” This policy was discussed favorably at the Fall Council meeting and the committee would like an official vote from the Executive Board. The motion was made by Kyle Neugebauer; seconded by Jen Alvino and passed unanimously. Libraries requesting Reading History function should send a ticket to Maine InfoNet.*
- Communications and Marketing: *No report.*
- Financial Sustainability: *No report.*
- Innovation: *Sophie Smith reported on the suggestions made by the Executive Board and provided the additional information requested. Susan moved the Innovation Committees request for the Innovation grant of \$5,000 for three years. Kyle seconded the motion which was approved unanimously. Shelly encourage the board to review the new documents and provide any comments to the Innovation Committee by May 15, 2019.*
- Membership: *Jen reported that a draft of the description and duties of the committee has been included in her report. They continue to work on the onboarding of new libraries guidelines. Heidi Grimm has been very helpful by working with the committee to share her experience.*
- Other: *Janet Bolduc asked about a comment at the Fall Users Council meeting that PINs could be implemented as a way to make Minerva users’ accounts more secure. Maine InfoNet staff stated that it would be logistically difficult and impractical to implement, as it would need to be done for all accounts, not library by library.*
- Next Minerva Executive Board meeting: *July ____, 2019 (TBD) Shelly will be away for the next scheduled EB meeting. After some discussion it was decided that she would send a Doodle poll around for another date.*
- Adjournment : *The meeting was adjourned at 11:58 AM*

Respectfully submitted,



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