

Minutes of the Meeting of  
The Minerva Executive Board  
4/11/18  
Maine State Library Studio

Present: Kevin Davis, Steve Norman, Nancy Crowell, Amber Tatnall, Liz Soares  
At remote sites: Shelly Davis, Janet Elvidge, Megan McNichol, James Jackson Sanborn and Lynn Uhlman

The meeting was called to order at 10:10 a.m.

Budget:

Amber created four budget scenarios:

Scenarios 1 and 2 held dues steady at \$4,200, with scenario 2 adding in a line for a contracted staff member;

Scenarios 3 and 4 lower dues to \$4,000 with scenario 4 adding in a line for a contracted staff member.

We have maintained a rolling balance of approximately \$250,000.

James said there's no problem with us carrying this forward but is a large pot of money, and some of it could be used to benefit the consortium. We have this cushion for several reasons including lower than expected delivery costs and III contracts. One possible upcoming cost could be Novelist Select, which we would have to pay for if MARVEL switches from EBSCO to Gale/Cengage.

Nancy said the money belongs to the members and many libraries are having financial difficulties right now. It would make a statement to reduce dues. She advocated adding a staff member and noted we could even buy more bags.

We voted unanimously to go with scenario 4.

Election:

Shelly had received a majority of votes but the "polls" remain open until the end of the month.

Collection of Information on Patron Records:

James said that Merrill Memorial Library is coming into Minerva and getting their records ready. Staff thought patrons' date of birth and driver's license numbers were required to be on their records, not just recommended. The policy was set in 2012-13 and a lot has changed in privacy landscape. The stakes are higher. He is interested in opening discussion on the policy

There are two slightly different statements on the web page. One mentions secondary fields. In the other we strongly encourage collection of data. Lynn said the latter was the latest. One reason it was there was because Betsy Pohl, director of Lithgow Public Library, had said at the time that Augusta Police Department had asked that it be collected. They probably wouldn't today because of the risks involved if the information got out.

Should we strongly discourage the collection of such information? Would we need to assume responsibility if there was a security breach? James checked the American Library

Association policies and saw nothing on drivers' licenses. Maybe we could just collect year of birth?

Nancy noted that libraries can use the district attorney's office for bad checks and lost materials...they need that information but data breaches and confidentiality are real concerns. Maybe this information should be kept internally, with local libraries taking responsibility?

Kevin said the Circulation Committee strongly recommended that the burden is on the local library to have the correct information about patrons as, in the end, any repercussions hurt only that library.

Nancy said that in order to serve the homeless, any policies should be flexible, but not stern.

James is concerned about financial risk if there is a security breach. They are not a matter of if, but when. Should we be looking into an insurance policy? Would it be okay to take just the last four numbers of a driver's license?

Steve asked if our cloud host has insurance, but James didn't know.

We agreed to refer this issue to the Circulation Committee. James or Lynn would attend. James would look at the Minerva insurance coverage and is looking at possible coverage for Maine InfoNet as a whole.

#### Spring Users Council Meeting:

We will meet on May 10. We decided to investigate whether we can offer the Zoom video-conferencing option to users. Maybe this is something Minerva can invest in. It will provide transparency and encourage participation. Amber will investigate costs.

#### Missing Minutes:

We are missing the minutes for June 3, 2016; Nov. 1, 2016; and May 5, 2017; and Dec. 1, 2017. Steve said we should put something on the website regarding these "holes" and maybe we can piece together some "forensic" minutes.

#### Maine InfoNet Report:

James said that the "biggest happiest news" is that Alisia is back part-time for next month or so before returning on a full-time basis. They have been very short-staffed, and busy. Maine Maritime went live in March. MILS and URSUS spent \$3000 each on bags want to have labeled for them. Kevin wondered about the pockets on the bags, which seem to wear out first. James said he has information on what kind of pockets are best.

#### Maine InfoNet Representative:

Steve said the board is going to start a new start planning process. They will meet with Jane Haskell at Bowdoin to create a conceptual framework and strategize priorities. This will be broader than a strategic plan. They will be able to advance their priorities more easily as this approach will be more nimble and flexible. The Maine InfoNet board, in conjunction with the Maine Library Association, will offer a pre-conference to the MLA conference on Sept. 30 at Sunday River. Miguel Figueroa of the ALA Center for the Future of Libraries will be the speaker. It is hoped that school librarians can attend more easily and academics will be drawn in.

#### Minerva Technical:

Lynn said there were a few technical issues, but they seemed to be local ports blocking cloud firewall virus protection. It all happened at the same time, so maybe Ill tweaked something on their end and this conflicted with these libraries' settings.

Library staff placing holds in Sierra rather than the OPAC overwhelmed Maine Maritime. They were not ready to lend yet but placing holds in Sierra allows for staff in other libraries to override the limitation.

There has been in an issue in requesting in MILS. Some holds are stuck because only paging list was working, not paging slips.

Sierra 3.4 is coming but they always wait awhile to download to give a chance for the kinks to work out. The 4.0 version is supposed to be a significant upgrade.

They are continuing to work on the add-ons.

#### Circulation:

There was no report but Kevin brought up the subject of consequences for not following the policy of requesting in Sierra. Do we want to give guidance or wait to see what they come up with? Nancy and Amber want to see what committee comes up with. Kevin said that sometimes the excuse is "that's a good policy but I don't think it applies to me." Amber suggested the ability to request in Sierra could be turned off. Lynn said sometimes want to request their own items, but maybe it could be made an administrative function. Shelly has suppressed items and her student workers wouldn't be able to place holds them. We will ask the circulation committee to discuss.

#### Cataloging:

All libraries up to date with meetings. It took the committee a lot of work to get all the stragglers caught up. Quarterly announcements about the meeting requirements seem to be working. The committee thanked us for the funds to provide lunch for the training to be held June 1 at Topsham Public Library. The data from their November, 2017 meeting survey has been compiled and reported out.

The meeting was adjourned at 11:25  
The next meeting will be held May 30, 2018.

Respectfully submitted,  
Elizabeth A. Soares  
Secretary