



## Minerva Executive Board Meeting Minutes

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Wednesday, July 24, 2019 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/327648370>

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

*In attendance: At MSL-Shelly Davis, James Jackson Sanborn, Steve Norman, Lynn Uhlman; Janet Bolduc, Kyle Neugebauer, Josh Tiffany, Liz Soares, Susan Preece. On ZOOM: James Rathbun, Jan Alvino, Amber Tatnall, Liz Phillips, Shiva Darbandi*

- Call to order and introductions: *Shelly Davis called the meeting to order at 10:00AM*
- Review and acceptance of the [May 8, 2019 meeting minutes](#) *The minutes of the May 8, 2019 meeting were accepted unanimously on a motion by Jen Alvino and seconded by Liz Soares with the correction of a spelling error in Lynn Uhlman's name.*
- Election of Executive Board officers for FY20 *The following slate of officers was moved by Jen and seconded by Josh Tiffany:*
  - President-Shelly Davis*
  - Vice-President-Liz Soares*
  - Secretary-Susan Preece*
  - Treasurer- Amber Tatnall*

*A discussion about terms of office, term limits and the need for succession planning ensued. It was agreed that Josh would work with Amber to provide assistance to and train with Amber on treasury duties. It was also suggested that member terms be included on the listing of board members on the website, minutes and agendas. Susan will take care of this.*

- Old Business
  - Thoughts on the Spring Users Council Meeting? *Shelly asked for board members thoughts. Susan contacted all non-attendees by email and shared some of the answers that came back. Mostly, people forgot, had long planned vacations, were ill or were covering for other staff at their home libraries and unable to use the Zoom option. Some members suggested that an earlier Spring Council meeting might be better since June is a uniformly bad for public, school and academic libraries Discussion ensued about moving the meeting with Josh suggesting that the Fall Meeting be the online meeting and that the Spring meeting be the in-person meeting and hold it in May.*
    - *Updating bylaws on website Susan was asked to update the website with new bylaws.*
  - Membership guidelines for all committees: *Committee descriptions must also be added to the website. A discussion of website issues ensued. Kyle Neugebauer offered to work with Susan on website issues.*
  - Pre-paid credit card for Minerva Treasurer Amber Tatnall reported on her research about a pre-paid credit card for getting our own Zoom subscription. *There are several issues including monthly inactivity fees; logistics about using it for point-of-sale purchases vs only for online services like Zoom. It appears that this will not be necessary if we can continue to use MSL's subscription.*
  - Zoom subscription for Minerva *It was decided to check again with MSL about the feasibility of continuing to use their account and possibly revisit this again at a later date.*
- New Business
  - Executive Board meetings for FY20 - Continue with 2nd Wednesday, every other month? *Shelly polled the Board members about the meeting schedule for FY20. All agreed to the current schedule of 2<sup>nd</sup> Wednesday every other month at MSL. Dates chosen were: Sept. 11; Nov. 13<sup>th</sup>; Jan. 8; Mar.11 and May 13<sup>th</sup>. Meetings will run from 10-12noon and will be accessible through Zoom.*
  - Dates for Fall 2019 and Spring 2020 Users Council meeting *After the discussion earlier in the meeting about the low attendance at the User's Council Meeting, it was decided to hold the Fall meeting as a virtual meeting on Oct. 25 from 10-12noon and hold an in-person Spring meeting at the Topsham Public Library on May 15. The Spring meeting will include a business meeting in the morning, lunch and workshop in the afternoon. All members are encouraged to make these dates a priority.*
  - Consideration of discounted membership rates for serving on the Executive Board, chairing committees. *A discussion ensued about the idea of providing an additional benefit of discounted Minerva rates for Executive Board and Committee Chair duties to encourage wider participation from the membership. After a thorough discussion, it was*

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*decided not to proceed with this idea due to many factors including equity issues, the responsibilities of professional leadership as part of our chosen professions, etc.*

- Reports

- Maine InfoNet Representative *Steve Norman reported that the MIN Board is preparing for a Sept. 5<sup>th</sup> meeting on the strategic plan. Items MIN is addressing are potential ILS upgrades; insurance questions, particularly Directors and Officers insurance-which Minerva was encouraged to discuss, as well and a planning exercise-if you were starting a system like InfoNet from scratch, knowing what we know now-how would you do it?*
- Maine InfoNet *James Jackson Sanborn, again reported on the life and death of LD 1149. MIN is buying an Owl for use with remote meetings and bags and totes for MILS. James is in the very preliminary stages of checking out the current ILS landscape in preparation for new contract negotiations. We may discover that we currently have the most efficient system with III but it is worth a look. All bills have gone out to Minerva members. MIN is presenting a pre-conference program at MLA in the Fall. The morning session will be a talk from David Lee King, Digital Services Director at Topeka & Shawnee County Public Library and library tech trends "Mover and Shaker." There will also be a work session addressing "cross-system" policies to help identify what is needed and get help in drafting them. Policy 'wonks' are encouraged to attend. Anything that happens there will be shared with all.*
- Minerva Technical *Lynn Uhlman reported that the most recent outage of the system seems to be due to the processing of file records. III is aware and working with MIN staff. The Reading History function needs more fixes to proceed. MIN staff is looking into the "bouncing email" issues. Once again, all are reminded to fill out tickets rather than posting to the listservs.*
- Finance *The finance report is included with these minutes. A change was made to the "Delivery Bag" line to include totes. All finances are healthy.*

- Committee Reports

- Cataloging Standards *The third annual training session was held on Friday, June 14, 2019 at St. Joseph's College. Fifty catalogers attended the workshop. Breakout sessions covering cataloging DVD & BluRay, Series Authority, Basic Minerva Cataloging, and Graphic Novels were featured. Many commented that the choice of topics and ability to choose from several options was appreciated.*
- Circulation Standards *James Rathbun informed us that the committee will start contacting libraries who are non-compliant with regard to the patron record policy. Husson College has asked for an exception to the 14 digit barcode policy until 2021. Circulation Committee recommends that this be allowed. Susan moved to accept the recommendation from Circulation Standards to allow an extension to Husson with regard to the 14 digit barcodes until 2021. Kyle seconded and the Board unanimously approved the motion. James mentioned the need for libraries to go through proper channels when asking for exceptions to circulation or cataloging standards. They are trying to tighten up on compliance and there are many moving pieces in the system.*
- Communications and Marketing *Liz and Susan were asked to get moving on this committee. There were many great ideas floated at the Fall Users Council meeting but we have been unable to accomplish much due to the size of the committee-2 members, at the moment. Kyle offered to assist Susan with a stream-lining of the website.*
- Financial Sustainability *With Josh's offer to assist Amber, this committee will be getting together soon.*
- Innovation *Sophie Smith is working with her committee on the Innovation Grant program. More announcements will be forthcoming through the Minerva listserv.*
- Membership *Jen mentioned that they had two libraries who inquired about joining Minerva at this juncture. The committee will reconvene after Sept. 15. They are in touch Freeport Library-one of the last two libraries added to Minerva for tips that can assist in transition effort. A local mentor library will also be recruited. Liz mentioned that this is another item that should be addressed by Marketing and Communications committee, in tandem with Membership along with a "Welcome Wagon" packet for new Directors whose libraries are in the Minerva consortium. It was re-iterated that there no capacity at MIN to add more than one library to Minerva this year.*

- Other *Josh asked to have the issue of 'rental collections' brought up at the September meeting. The issue has resulted in some heated discussion at the Circ. and Cat. Standards committees of which he is a member. Both committees agree that the Executive Board should address this. Shelly will place this issue on our September agenda.*

Adjournment: Next Minerva Executive Board meeting: September 11, 2019. *There being no further business, the meeting was adjourned at 12:03PM*

*Respectfully submitted:*

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*Susan M Preece, Secretary*

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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, 2019-2020:**

**Public Libraries**

Jen Alvino, Windham Public Library (2018-2020)  
Kyle Neugebauer, Thomas Memorial Library (2018-2021)  
Susan Preece, Topsham Public Library (2017-2020)  
Josh Tiffany, Gray Public Library (2019-2022)

**Academic Libraries**

Shiva Darbandi, Maine College of Art (2018-2021)  
Shelly Davis, Saint Joseph's College (2017-2020)  
Amber Tatnall, York County Community College (2019-2022)

**Special Libraries**

Janet Bolduc, Maine General Medical Center (2017-2020)

**School Libraries**

Liz Soares, Augusta School District (2019-2020)

**Ex-officio:**

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