

Adopted January 8, 2020

## Minerva Executive Board Meeting Minutes

Wednesday, November 13, 2019 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/518104572>

Attendance at MSL: Shelly Davis, Kyle Neugebauer, Liz Soares, Jen Alvino

ZOOM participants: Shiva Darbandi, Josh Tiffany, James Rathbun, Sophie Smith, Heidi Grimm, James Jackson Sanborn, Alicia Revitt. Lynn Ullman, Susan M. Preece

- Call to order *Shelly called the meeting to order at 10:04.*
- Review and acceptance of the [September 11, 2019 meeting minutes](#) *On a motion presented by Kyle Neugebauer and seconded by Liz Soares the minutes were approved unanimously.*
- Old Business
  - Recap of Fall Users Council meeting on 10/25  
*Shelly asked for comments from the Board about the Users Council Meeting. Susan Preece mentioned that she was happy to see more people attend than at the last UC meeting. She offered to (nicely) contact those who did not attend to find out if there are any barriers that we can help with. Shiva Darbandi suggested that we use a “carrot” method rather than a “stick.” Having alternatives, like watching the ZOOM video might be needed, was suggested by Janet Bolduc. Liz commented that since we are recording it might be an option. Susan will provide more information at the next meeting.*
  - Update from taskforce to review Intra-Minerva Request Policy  
*After a discussion about how bib records look in the OPAC and in Sierra; the relative merits of Bestseller Express collections and the need to be fair and reasonable to the consortium and to the individual libraries, it was decided that there should be more review of specifics of how this can be accomplished.*
  - Membership guidelines for all committees
    - Innovation, Cataloging Standards, and Membership submitted and reviewed. Circulation Standards, Communications and Marketing, and Financial Sustainability pending. *Communications and marketing shared their guidelines to this point indicating that the first order of business is a review of the Minerva website. Financial Sustainability will begin work as soon as our new Treasurer is more comfortable with his duties.*
- New Business
  - Special election via email for a new Treasurer: *Josh Tiffany is the new Treasurer- thanks to Josh for picking up the ball and running with it!*
  - Setting Minerva dues for FY21: *Minerva public libraries have requested that FY21 Minerva dues be decided as soon as possible for budget prep. Josh and Amber will have a recommendation at the January 8, 2020 meeting.*
  - Executive Board procedures for handling escalated violations of Minerva policies: *Specific procedures for handling violations were discussed. There is a concern that member libraries do not understand the need to promptly and completely address their violations. It was decided that the circ or cat standards committees will call libraries in violation. The Executive Board will send a letter to the libraries who have been referred by Circ/Cat Standard. This will be a final step before privileges will be revoked. Susan will create a draft for the January meeting.*

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- Survey of academic library members: *Shiva and Shelly are nearly ready to survey Minerva academic libraries. A draft was reviewed and the survey will go out in January.*
- Should we explore interest in/feasibility of a walk-in borrowing program amongst Minerva libraries? *After discussion, the board decided to table this discussion until the results of the year-long Maine Reciprocal Borrowing Pilot are known.*
- Reports
  - Maine InfoNet Representative: *Steve Norman was unable to attend and give an update.*
  - Maine InfoNet: *James Jackson Sanborn sent a survey to libraries that detailed the eight draft policy documents which were developed at the MLA pre-Conference workshop in Sept. As of this date, 42 responses have been received. So far, there is strong agreement that there be policies but disagreement on details in the policies. These will need to be workshopped but the response has been heartening. Final responses need to be received in the next couple of weeks. James will send out the link again.*

*Maine InfoNet Board has been the Macmillan boycott of eBooks. MIN sent a survey which received 34 responses from Maine libraries. The results were that 100% of respondents agreed that the Maine Cloud library will boycott eBooks. There was some discussion about the survey and when/how it was sent. Jen Alvino mentioned that MLA was also considering a statement on the Macmillan issue. Maine InfoNet and MLA are encouraging other libraries to join the boycott.*
  - Minerva Technical: *We were reminded that when the University of ME is closed, so is InfoNet. Once again, it is CRUCIAL to submit tickets if there are problems with the system. Sierra 5.0 is scheduled to be installed. This should address some of the “bugs” that folks have been dealing with. REMINDER: check the Twitter feeds for info about any system issues.*
  - Finance: *Amber and Josh are making the transition. A pdf of the Finance report is on Google docs. As of this date, 5 libraries are in arrears with Minerva.*
- Committee Reports
  - Cataloging Standards: *Please see report attached.*
  - Circulation Standards: *James Rathbun stated that the group will meet in December. Josh mentioned that the OWL we purchased will be ready to go soon.*
  - Communications and Marketing: *As Liz previously mentioned, there are a couple of new members who will start by tackling the website.*
  - Financial Sustainability: *Josh is on it!*
  - Innovation: *Sophie Smith announced the winner. Curtis Memorial Library will be addressing transportation needs. The concept is similar to the museum pass programs that many public libraries have. The committee was pleased to receive 18 submissions with many good ideas. A DISCORD forum for the ideas is being set up by the committee to connect with the larger library community about the innovations that have been presented. It is hoped that this will create a “buzz” and facilitate even more cross-pollination of ideas.*
  - Membership: *Jen Alvino mentioned that Ellsworth Public Library will likely be the next Minerva library. They are prepared and ready to make the leap. The membership committee will present a formal request to the Executive Board in January. Ellsworth would like to be on board before the summer—stay tuned.*

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- Other: *None*
- Adjournment: *There being no further business, the meeting was adjourned unanimously on a motion by Liz; seconded by Susan at 11:45 AM*
- Next Minerva Executive Board meeting: January 8, 2020

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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  
Kyle Neugebauer, Thomas Memorial Library  
Susan Preece, Topsham Public Library  
Josh Tiffany, Gray Public Library

***Academic Libraries***

Shiva Darbandi, Maine College of Art  
Shelly Davis, Saint Joseph's College  
Amber Tatnall, York County Community College

***Special Libraries***

Janet Bolduc, Maine General Medical Center

***School Libraries***

Liz Soares, Augusta School District

***Ex-officio***

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