

Approved May 13, 2020

Minerva Executive Board Meeting Minutes

Wednesday, March 11, 2020 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/221708439>

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

*Attendance: In Person: Shelly Davis, Jen Alvino, Sophie Smith, Steve Norman, Susan M. Preece
ZOOM: Lynn Uhlman, James Jackson Sanborn, Josh Tiffany, Shiva Darbandi, Liz Soares, James Rathbun, Amber Tatnall*

- Call to order: *Shelly Davis called the meeting to order at 10:03 AM.*
- Review and acceptance of the January 8, 2020 minutes: *Jen Alvino moved and Josh Tiffany seconded the acceptance of the minutes. They were approved unanimously*
- Old Business
 - Executive Board election: *Liz Soares reported that the election will be held later this spring. There has been some interest in new nominations, however we are still looking for nominations for the academic seat.*
 - Survey of academic library members: *Shiva Darbandi reviewed the Academic Library Survey. Any changes should be relayed to Shiva by the end of the day. The survey will go out ASAP.*
 - Update from taskforce to review Intra-Minerva Request Policy: *The group reviewed the work done by the Committee. Jen Alvino moved to accept the policy. Susan seconded the motion which carried unanimously.*
 - Membership guidelines for all committees: *Financial Sustainability will meet and work on the guidelines soon. James Rathbun assured the Committee that Circulation will get to this soon.*
 - Executive Board procedures for handling escalated violations of Minerva policies – consequences: *After some discussion, it was decided that a small subcommittee made up of one Executive Board Member, one Circulation committee member and one Cataloging member would be in charge of contacting errant members who have been reported via an online complaint form. If no action is taken, and/or no response is received from the errant library, the ability to use the Sierra system will be shut down until such time as they come in to compliance. Sophie Smith offered to help create a Google form for this purpose. It was noted that individual libraries who have resolved issues amongst themselves should also fill out the forms with the resolution so that we can address any system-wide issues.*
 - Review and approval of rules regarding the use of the Minerva OWL: *Josh will have these ready for the Users Council meeting.*

Approved May 13, 2020

- **New Business**
 - Spring Users Council meeting - May 15, Topsham Public Library (in-person): *The agenda will include: Morning-Business Meeting with Reports from all Committees; results of the board election, discussion of the Circ procedures for reporting on issues between libraries and Intra-Minerva requests. Also, a discussion and vote on the Materials Contribution Policy will be scheduled. The business meeting may run long so some items may need to be covered after lunch. Hazel, from Curtis Memorial Library will address the group in the afternoon about the Innovation grant and progress to date. Josh will speak about the OWL and use procedures. We will welcome new Minerva member-Ellsworth Public Library.*
- **Reports**
 - Maine InfoNet Representative: *Steve Norman reported that Joyce Rumery stepped down from her position as INFONET chair. David Nutty is the new chair and Steve is the vice-chair. The board will be holding a retreat this summer and will focus on the question, "What is Maine InfoNet's place in the Maine library eco-system?" Currently, the focus is on the ILS, Download Library and Digital ME. Other questions needing answers are: Is our role to make InfoNet the best system in the nation? James Jackson Sanborn's role and job description has changed significantly over time. What is his job description? What is the significance of Ex Libris purchase of III? What's next in relation to the ending of the III contract in 2022? More to come.*
 - Maine InfoNet: *James Jackson Sanborn reported that CloudLibrary bills are going out. The survey which was conducted about what information can be kept as patron identification in the system generated some questions which are being addressed-more to come. A Davis Family Fund grant was denied for audio books. The State's supplemental budget request has an additional Maine InfoNet position that may need our support through testimony at the legislature.*
 - Minerva Technical: *Please see the attached report from Lynn Uhlman.*
 - Finance: *Josh reports that all is well with the finances. There has been an expected expenditure of \$3,500 in the "bags and totes" line. Shelly mentioned that Janet McKenney has found someone to repair damaged bags. She will be sending some to see if repair would be cost effective.*
- **Committee Reports**
 - Cataloging Standards: *Please refer to the attached written report. Cataloging Standards requested a revision of the attendance policy for Cataloging Standards meetings due to the fact that Zoom only keeps recordings for 30-days. Susan moved and Shelly seconded to approve. The motion passed unanimously. Another request from Cataloging was for funding for another day-long training event. Jen Alvino moved to approve the expenditure of \$1,150 for this event. Susan seconded and the motion passed unanimously.*
 - Circulation Standards: *James Rathbun reported that the Reading History feature is active for those libraries who choose it. The Circulation committee now has 11 members and they will be making some decisions about membership, etc. as was stated earlier.*

Approved May 13, 2020

- Communications and Marketing: *Liz reported that the committee is looking at ways to streamline information on the webpage. It appears that Julie Olson from Lithgow Library has expertise with WordPress sites. Susan Preece expressed joy upon hearing this news. More to come!*
- Innovation: *Sophie updated the board on the progress so far and has asked for feedback about the grant process. This appears to be a replicable project. More at the Users Council Meeting.*
- Membership: *Jen reported that Ellsworth will be training on Sierra on 5/12 and 14 with “go live” date the week of May 20. It is possible that we will be able to open up another application period this summer.*
- Other: Next Minerva Executive Board meeting (May 13, 2020? Same week as Spring UC mtg?) *Shelly asked the board if there was interest in keeping the May 13th meeting. The group decided that we should meet. Steve mentioned that Rachel Davis is the new Director of Thomas Memorial library and the lovely announcement her husband, Kevin posted on MELIBS.*
- Adjournment – *Jen moved to adjourn the meeting, seconded by Susan. The meeting was adjourned unanimously at 11:49AM*

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**Mission Statement:**

**Executive Board Representatives, 2019-2020:**

Public Libraries

- Jen Alvino, Windham Public Library (2018-21)
- Susan Preece (Secretary), Topsham Public Library (2017-20)
- Sarah Schultz-Nielsen, Lithgow Public Library (2018-21)
- Josh Tiffany (Treasurer), Gray Public Library (2019-22)

Academic Libraries

- Shiva Darbandi, Maine College of Art (2018-21)
- Shelly Davis (Chair), Saint Joseph’s College (2017-20)
- Amber Tatnall, York County Community College (2019-22)

Special Libraries

- Janet Bolduc, Maine General Medical Center (2017-20)

School Libraries

- Liz Soares (Vice Chair), Augusta School District (2019-22)

Ex-officio:

- Steve Norman, Maine InfoNet Board Representative, Belfast Free Library

Approved May 13, 2020

- James Jackson Sanborn, Executive Director, Maine InfoNet