

Approved Mar. 11, 2020



Minerva Executive Board Meeting Minutes
Wednesday, January 8, 2020 | 10:00am - 12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/864101324>
Documents for the meeting housed on [Google Drive](#).

Attendance: all on ZOOM- Josh Tiffany, Deborah Follansbee, James Rathbun, James Jackson Sanborn, Amber Tatnall, Sara Schultz-Nielsen, Janet Bolduc, Alisia Revitt, Sophie Smith, Shiva Darbandi, Steve Norman, Shelly Davis, Jen Alvino, Marcela Peres, Susan M. Preece

- Call to order
Shelly Davis called the meeting to order at 10:03 AM.
- Welcome new Board member - Sarah Schultz-Nielsen
Shelly welcomed Sarah to the board. Sarah is replacing Kyle Neugebauer who has left Thomas Memorial.
- Review and acceptance of the [November 13 meeting minutes](#)
The minutes of the November 13, 2019 meeting were approved unanimously on a motion from Jen Alvino, seconded by Shelly Davis.
- Old Business
 - Setting Minerva dues for FY21
Josh Tiffany reported that despite the fact that we are running at a deficit, he recommended that, given our surplus we should keep dues the same (\$4,000) for FY21. There was some discussion about whether we should increase the dues now since we are in year 4 of a 5-year contract with III and that there may be new expenses coming along with the Ex Libris takeover of III.
Jen moved and Susan seconded a motion to set the dues for FY21 at \$4,000. The motion carried unanimously. Shelly will draft a memo to the membership and send it out after the Board reviews it.
 - Survey of academic library members
Shiva and Shelly reviewed the questionnaire with the Board and asked for Board input. There was some thought about revising the question about satisfaction with Minerva to make it more specific. The group agreed that this should be up to Shiva and Shelly. Susan moved that the survey be accepted and sent out when Shiva and Shelly were ready to do so. The motion was seconded by Jen and passed unanimously.
 - Update from taskforce to review Intra-Minerva Request Policy
None at this time. The taskforce will meet before the next Executive Board meeting.
 - Membership guidelines for all committees
Financial Sustainability has not met due to the Treasurer transition. Once they are settled, they will work on this task.
 - Executive Board procedures for handling escalated violations of Minerva policies – consequences
Susan was unable to get to this over the last 2 months. She will have something ready for the March meeting.
- New Business
 - New Minerva library coming on board in 2020
Jen announced that the Ellsworth Public Library will be joining Minerva in the Spring. Thanks to the committee-Jen, Steve and James Jackson Sanborn were expressed by the Board.
 - Review of Minerva Cataloging Specialist position
Deborah Follansbee reported on her first year of work so far. Under Lynne's supervision, she has been involved in correction of some records from Yarmouth and the Maine Maritime Academy. She has also been working with over 4,000 ISBN records with more to come. The board expressed their pleasure with her work and asked James Jackson Sanborn to continue to facilitate the position for FY21, as it is included in the budget.

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- Executive Board election
Liz Soares will handle the election once again this year. Shelly, Janet and Susan are finishing their terms. Liz will put out a call for nominations and get the ball rolling.
- Reports
 - Maine InfoNet Representative
Steve Norman reported that it has been quiet for the last couple of months on the INFO NET front. The MacMillan boycott continues; the MIN board is refining financial procedures; they are also reviewing next steps in the ILS contract landscape survey, especially in light of the Ex Libris takeover of III. Steve will be attending ALA midwinter where the MacMillan representatives are anticipated to speak with librarian about the issues.
 - Maine InfoNet
James Jackson Sanborn reported that Liberty Library has joined MILS and shared his thoughts on the implications of the Ex Libris/III issues.
 - Minerva Technical
Alisia reported that 102 tickets were resolved in December. There are no major new “known issues” in Sierra and reading history is now working. A procedure has been passed on to Circulation Committee for policy, compiling interested libraries, and passing it on to MIN.
 - Finance
Josh reported that all libraries have now paid their dues. There was some discussion about the purchase of bags and totes. Shelly will contact Janet McKenney about the needs and get back to the board for expenditure approval.
- Committee Reports
 - Cataloging Standards
Shelly read the highlights of the written Cataloging report. Most significant was that Carin Dunay has left the committee after 13 years of service. Other items included a report on compliance with attendance/viewing of cataloging meetings and that the committee is working on consolidation Television Series DVDs.
 - Circulation Standards
James Rathbun reported that they will be meeting on Jan. 24. To date, 25 libraries have enabled the Reading History feature. James also reported on the draft Shared Borrowing Agreement he sent to the Board. Please provide feedback for him.
 - Communications and Marketing
A checklist to evaluate the webpage is going out.
 - Financial Sustainability
No news.
 - Innovation
Curtis Memorial Library has received the \$5,000 grant and is moving along with the transportation project. More to come!
 - Membership
Ellsworth support is the major effort at this point. The new Rumford director has asked for some Minerva training and it will be provided.
- Other
Shelly wrapped up the meeting with a summary of next steps including: the Academic Library Survey and the Intra-Minerva Request policy.
- Adjournment - Next Minerva Executive Board meeting: March 11, 2020
Jen moved to adjourn the meeting at 11:15 AM, seconded by Susan and unanimously approved. Since it was still early, Shelly and Shiva invited anyone on the board to finalize the Academic survey with them at the close of the meeting.

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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, 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, MaineGeneral 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
James Jackson Sanborn, Executive Director, Maine InfoNet