



## Minerva Executive Board Meeting Minutes

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**Wednesday, May 13, 2020 | 10:00am - 12:00pm**

**Zoom: <https://zoom.us/j/93749356248>**

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

*In attendance via Zoom: Katherine Morgan, Shelly Davis, James Rathbun, Liz Soares, Sophie Smith, Courtney Sparks, Nancy Noble, Carin Dunay, Michelle Connors, Josh Tiffany, Sarah Schultz-Nielsen; James Jackson Sanborn; Amber Tatnall, Steve Norman, Shiva Darbandi, David Smith, and Susan M. Preece*

- Call to order
  - Check-in to see how everyone is doing in the wake of the pandemic *Shelly called the meeting to order at 10:03 AM. She asked all attendees to check in with quick updates on their libraries. As expected, most libraries were closed or providing limited service. Some members noted drops in their budgets, cutting back of staff and the pluses and minuses of working from home. Shelly expressed gratitude to those who have been able to attend the meeting today.*
- Review and acceptance of the March 11, 2020 meeting minutes. *On a motion from Jen Alvino, seconded by Shelly the minutes of the March 11, 2020 meeting were approved unanimously.*
- Old Business
  - Executive Board election *Liz Soares reported that the election was held with low turnout. All winners have been notified. Congratulations to all.*
  - Survey of academic library members *Shiva Darbandi reported that to date, only 5 responses have been received. Of those 80% reported that they were “very satisfied” and, 20%, that they were “somewhat dissatisfied” with their relationship with the Minerva Consortium. There was also support expressed for group purchasing opportunities. More to come.*
  - Intra-Minerva Request Policy -Approved by Executive Board at last meeting; ready to go to UC? *It was decided that the Intra-Minerva Request policy, which was approved at the March Executive Board meeting will be presented at the Spring User’s Council meeting later this week.*
  - Membership guidelines for all committees - Circulation Standards & Financial Sustainability Committee still outstanding. *We are still waiting for committee guidelines from Circulation Standards and Financial Sustainability.*
  - Executive Board procedures for handling escalated violations of Minerva policies – consequences *Sophie Smith will send on the draft to the EB for thoughts.*
  - Review and approval of rules regarding the use of the Minerva OWL. *Josh Tiffany presented a draft procedure for the use of the OWL. The group expressed thanks to Josh for his willingness to supervise the loan of the OWL.*
  - Spring Users Council meeting - May 15. *Shelly reviewed items to be discussed at the User’s Council meeting including: the Intra Minerva Policy.*
- New Business
  - CloudLibrary contribution from Minerva (\$10,000) *The \$10,000 that the EB voted to add to CloudLibrary was officially recorded. This vote took place via email and was moved by Susan and seconded by Janet Bolduc. After some email discussion the amount of \$10,000 was approved unanimously. James Jackson Sanborn mentioned that along with the Minerva \$10,000, another \$27,000 was raised by individual library donations. This combined with the money that James earmarked for Cloud Library, \$75,000 or about 3,000 items were added to the database. A question was raised about usage statistics. Last month logged the most use by far— with 59,800 items circulating which is nearly double the amount pre-COVID 19. James thanked Josh for his work on Collection Development that went along with the Minerva infusion of cash.*
  - Current Maine InfoNet plan for staged reopening (Email from JJS, 5/1) *Shelly mentioned that James has sent an email to all about the staged reopening.*

- Reports

Approved July 8, 2020

- Maine InfoNet Representative *Steve Norman and James co-facilitated the InfoNet Rep. and InfoNet reports.*
- Maine InfoNet. *James reported that annual invoices have gone out. Questions and/or problems should be addressed to James. A detailed discussion of James' May 1 email followed. Questions about the "3 buckets" approach were explained. It was emphasized that the procedures and issues are in flux due to new information and changes to CDC guidelines about opening to the public. Members were asked for their patience and attention as the situation evolves. Due dates for outstanding items will be changed and may be changed again as the process of slow re-opening continues. James updated us on ProQuest's acquisition of III and attending legal wrangling. In general, James expressed cautious optimism about the future for us and the ILS. For the present and foreseeable future, INNREACH and Reciprocal Borrowing will be suspended.*
- Minerva Technical *It was reported that the first year of funds for the Minerva Cataloger project have been expended. To date, 11,000 dups have been reviewed and merged! There is a pilot of a simple self-checkout module that would be an inexpensive alternative through III. More to come. Those present expressed thanks to James and the InfoNet staff for their efforts and dealing with a system that may not have been designed for the kind of collaboration that they are working on!*
- Finance. *Josh reported that finances are in good shape. We have \$250,000 in the bank and have overspent our budget by \$13,000 due to some expected and some unexpected issues—that is why we have reserves.*
- Committee Reports
  - Cataloging Standards. *The committee reports that there has been no training and no additional meetings due to the pandemic. It is requested that the Board suspend the requirement for meeting attendance this year. Shelly moved this request, seconded by Susan and the motion carried unanimously.*
  - Circulation Standards *Nothing new to report from Circ Standards, Communication and Financial Sustainability due to the pandemic.*
  - Communications and Marketing *(see above)*
  - Financial Sustainability *(see above)*
  - Innovation. *Sophie reported that Innovations plans are also on hold.*
  - Membership *Jen Alvino reported that Ellsworth's live date has been moved to Sept. at the earliest. Membership has been approached by another library but will be pushing out the timeline for new members until we have more of a handle on COVID 19.*
- Other
  - There being no other business, Jen moved to adjourn the meeting seconded by Susan.*
- Adjournment - Next Minerva Executive Board meeting: July 8, 2020 *Shelly adjourned the meeting at 12:02 PM*

Respectfully submitted,

Susan M Preece

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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 (2018-21)  
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  
James Jackson Sanborn, Executive Director, Maine InfoNet