



## Spring Minerva Users Council Meeting Minutes

---

Friday, May 15, 2020 | 10:00am-12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/95363840751>

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

- Call to order and welcome

*The virtual meeting was called to order by Shelly Davis at 10:02 AM. All participants were asked to sign in on the attendance sheets in the Google drive labeled for this purpose.*

- Recording attendance - Please add your name to the [Attendance Sheet in Google Drive](#)
- Review and acceptance of the [minutes from the Fall 2019 Users Council meeting](#)

*Jen Alvino moved to accept the minutes from the Fall User's Council meeting, seconded by Josh Tiffany. The minutes were approved unanimously.*

- Executive Board election results

*Liz Soares reported the results: Public Library Representative: Susan Preece, Topsham Public Library  
Academic Library Representative: Shelly Davis, Saint Joseph's College*

*Special Library Representative: Linda Kerecman, Northern Light Eastern Maine Medical Center*

*The terms begin in July and continue until June, 2023. Shelly expressed her thanks to Liz for a job well done.*

- CloudLibrary contribution from Minerva (\$10,000)

*James Jackson Sanborn, Executive Director of Maine INFONET, thanked the Minerva Consortium for the \$10,000 donation to CloudLibrary to assist in dealing with the expanded use due to the pandemic. All told, donations from Minerva, INFONET and individual donations provided over \$75,000 of new titles (about 3,500 items.) April saw an increase in check-outs of just under 60,000 items; almost double the regular monthly high. James thanked Josh Tiffany for his work on the Selection Committee for Minerva.*

- Updates to the Intra-Minerva Request Policy

*Shelly updated the group about the changes voted by the Executive Board to the Intra-Minerva Request Policy. There is a form on the website to address Intra-Minerva issues. It is hoped that this will allow the Executive Board, through the Circ. and Cat. Committees, to identify any issues, gather information about them and resolve problems whether it is through training or awareness. This should not be construed as a "tattle-tale" effort but an attempt to make sure that all members understand their obligations to the consortium and participate appropriately.*

- Coming for consideration/vote at Fall Users Council meeting - *Materials Contribution Policy (NEW)*

*Shelly mentioned that the Executive Board is working on this new open lending policy which hopefully, will be presented at the Fall User's Council Meeting. Please watch email for updates prior to the Fall UC.*

- Current Maine InfoNet plan for staged reopening

*James Jackson Sanborn, Alisia Revitt and Lynn Uhlman reported on the document outlining the proposed re-opening plan in stages which was previously sent to members. This was referred to as a "living" document that will be continually updated and revised as new information becomes available. Three "buckets" referred to represent the status of libraries. Bucket #1 is closed; #2 is local use only and #3 delivery return. After extensive discussion and questions about the how, why and when of the situation, member libraries were urged to keep abreast of their email and attend the weekly Zoom meetings with Janet McKenney and Jamie Ritter.*

- Is there more Minerva could/should be doing to support members during the pandemic?

*Shelly posed this question to the group and encouraged all members to keep in contact should they need anything that the Executive Board could help with.*

- Reports

- Maine InfoNet Representative: *Steve Norman reported that the Macmillan boycott is over and the e-book*

*embargo has been lifted. The INFONET Board is continuing to plan for the end of the current III contract and reviewing what, if any effect the Proquest/III takeover will have on us.*

- *Maine InfoNet: James Jackson Sanborn reported that while we wait for the results of the FTC investigation of the academic market issues surrounding the same takeover, in general, requests for information are a little better now that library integration is related. More services may be available more quickly as a result. As the pandemic affects libraries, INFONET staff are looking at a Bibliotheca self-checkout module which would be more cost effective for all libraries to take advantage of at a \$100 one-time fee. More to come!*
- *Minerva Technical: Alisia will send a written report which will be linked on Google Drive. The highlights are:  
Ellsworth Public Library is going live in Minerva in the fall;  
Due dates for public library books will be extended until 7/10 and for academics until 9/15  
There was a question about automatic notices and when they go out. Courtesy notices are manually created by individual libraries.*
- *Finance*
  - *Review of 2020-2021 budget:  
Treasurer, Josh Tiffany updated the group on the FY20 and FY21 budgets. We are expecting a net loss this year for which we are using some of our surplus. This has to do with the unexpected pandemic purchases. We are still in good shape financially and will not raise dues in FY21.*

- **Committee Reports**

- *Cataloging Standards: Attendance requirements are suspended along with cataloging training due to the pandemic. Reminder: ZOOM meetings only stay on the website for one month therefore folks should make it a priority to view them.*
- *Circulation Standards: Josh reported that there is no report since the committee has not met due to the pandemic.*
- *Communications and Marketing: Susan Preece echoed Josh's report and put out a call for committee members- please contact Liz Soares if you can help!*
- *Financial Sustainability: Shelly reported that this committee will be convening and repeated Susan's request for help. Contact Shelly Davis if you are interested!*
- *Innovation: Sophie Smith shared a brief update on the first Innovation project. More info and a presentation will be available as the pandemic allows.*
- *Membership: Jen Alvino reported, as stated previously, that Ellsworth will be joining in the fall.*

- **Other**

*There was a question about the possibility of Minerva refunds if the closures last longer. Josh suggested that the Executive Board think about a policy for this. This may be decided based on future financial information.*

- **Upcoming meetings**

- *Minerva Executive Board: July 8, 2020, 10am-12pm*

- **Adjournment**

*Jen Alvino moved to adjourn and the meeting was adjourned at 11:49 by acclamation.*

**Respectfully submitted: Susan M. Preece, Minerva Secretary**

~~~~~  
~ **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)  
Sarah Schultz-Nielsen, Lithgow Public Library (2018-21)  
Susan Preece (Secretary), Topsham Public Library (2017-20)  
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

DRAFT