



Minerva Executive Board Meeting Minutes

Wednesday, July 8, 2020 | 10:00am - 12:00pm

Zoom: <https://zoom.us/j/92404151078>

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

Attendance: Shelly Davis, Steve Norman, James Jackson Sanborn, Larry Dodge, Lynn Uhlman, Katherine Morgan, Sophie Smith, Shiva Darbandi, Janet Bolduc, Michelle Sampson, Cathy Perkins, Liz Soares, Sarah Schultz Nielsen, Alisia Revit, Linda Kerecman, Marcella Peres, Josh Tiffany, Amber Tatnall, Jen Alvino and Susan M. Preece

- Call to order; check-in to see how everyone is doing in the midst of the pandemic
The meeting was called to order by Shelly Davis at 10:03 AM. The group gathered went around the “room” sharing current status at their libraries.

- Review and acceptance of the [May 13, 2020 meeting minutes](#)
On a motion from Jen Alvino, seconded by Shelly the amended minutes were approved unanimously.

- Election of Executive Board officers for FY21
 - Ineligible for re-election due to terms limits set forth in bylaws (“...one-year term...may not serve more than two complete terms in succession.”): Shelly (Chair), Liz (Vice-Chair), and Susan (Secretary)
 - Eligible for re-election (“...one-year term with no more than six complete terms in succession.”): Josh (Treasurer)

The following members were elected unanimously as Officers as moved by Shelly and seconded by Jen:

Jen Alvino-Chair

Susan Preece- Vice-chair

Sarah Schultz Nielsen- Secretary

Josh Tiffany was re-elected as Minerva Treasurer on a unanimous vote moved by Shelly and seconded by Susan.

Shelly and Susan will continue in their respective roles of Chair and Secretary for this meeting.

- Revisit and set the meeting schedule for FY21 - Per the bylaws, “*The Executive Board will meet at least 6 times a year.*” We have been meeting on the second Wednesday, every other month.

We will continue this calendar for FY21.

- Old Business
 - Survey of academic library members: ***Shiva Darbandi reported on the academic library survey. Information from the survey included: 85% (7 of 13 responses) were satisfied with their membership; 100% were interested in group purchasing, like the Academic Ebsco database.***
 - Membership guidelines for committees
 - Circulation Standards - pending
 - Financial Sustainability Committee - [drafted Jen move to accept the Financial Sustainability Committee draft](#). ***Susan seconded the motion which passed unanimously.***
 - Minerva issues reporting form - [current draft](#)
 - Continued work needed on drafted [“Materials Contribution Policy”](#) - to be brought to UC in the Fall? ***Both the Minerva Issues form and the Materials Contribution Policy will be presented at the***

Fall Users Council Meeting. Susan moved the recommendation of Materials Contribution Policy and Liz Soares seconded the motion which passed unanimously.

- Maine InfoNet guidance and support for libraries reopening

James Jackson Sanborn discussed the re-opening update from Tuesday's MSL Covid meeting. There will be no Maine Cat requesting until July 20, 2020.

- New Business

- Needed updates to Minerva website - Intra-Minerva Request Policy (approved by UC in May), Executive Board members, list of committees and membership guidelines, conflicting versions of bylaws.

The website continues to have some problems. New information seems to go up but there is no check to make sure that conflicting information is removed. Susan stated that using the WordPress site to update is fairly easy but it is time-consuming to review the site for anomalies. Liz mentioned that the communications committee did a review of the site but due to Covid, no work has been done. We definitely need someone who has the time and interest in reviewing and fixing problems. Susan will send an email to Albie Dunn to get Sarah the permissions she will need to access the website as Secretary.

- Quarantining of incoming items from the delivery service

Marcella Peres asked the Board about making a statement about requiring a 3 day quarantine on Minerva materials moving through the delivery system. After some discussion, it was decided that no additional statement from Minerva would be forthcoming since there is no way to police it. All agreed that the REALM study provides the best guidelines at this point.

- Reports

- Maine InfoNet Representative: *Steve Norman reported that there is a contract development with III that James will address in his report. Steve is currently serving as Vice Chair of Maine InfoNet.*
- Maine InfoNet: *James Jackson Sanborn reported that as per the MOU with Minerva he is consulting with us about a contract issue with III. He has been in contact with them about maintaining the current contract amount for the next year. We are currently in year 4 of a 5 year contract. Negotiations are ongoing however it appears that there is a possibility of extending the contract for two or three years. While this may not result in a large savings for Minerva (about \$4,000) it will allow us to see how the III merger goes and will give us more time before we need to renew or change ILS providers. After some discussion, Susan moved that the board accept James' recommendation to extend the contract. Jen seconded the motion and it carried unanimously. James also noted that Maine InfoNet received a \$30,000 King Grant for CloudLibrary content.*
- Minerva Technical: *Alisia provided a written report (attached.) She mentioned that there has been a problem with bounced email notices. InfoNet continues to work on the problem. There was extensive discussion on InfoNet's "3 bucket" system to get libraries open. It appears that continuing with "bucket 2" will create a huge burden on Maine InfoNet staff which will waste a significant amount of time. Susan asked if we eliminated "bucket 2" and stayed with "buckets 1 and 3 (essentially "open" or "closed") would this make the transition easier. After an affirmative answer, she moved to drop "bucket 2" and proceed with open lending for all re-opening Minerva libraries. The motion was seconded by Jen and passed unanimously. Jen will send a memo to all Minerva libraries announcing this decision.*
- Finance: *Josh sent a Finance report. All is well with Minerva finance.*

- Committee Reports
 - Cataloging Standards: *Katherine reported that a ZOOM meeting may be held later in the summer.*
 - Circulation Standards: *James Rathbun sent a written report. Again, the committee will meet if necessary via Zoom.*
 - Communications and Marketing *Susan will update Albie Dunn and ask him to send Sarah credentials to work on the Minerva website.*
 - Financial Sustainability: *As previously discussed, the committee has submitted their charge and will start meeting soon.*
 - Innovation: *Sophie reported that the Innovation winner from Curtis Memorial Library, Hazel Onsrud, has completed all the necessary work to do the project that she was funded for last winter. Unfortunately, due to the pandemic, it cannot be completed at this time. Hazel approached the committee about an alternative project which will be discussed by the Committee. We are pleased that there has been an Innovation project, but also that there has been innovation in the project!*
 - Membership: *Ellsworth is still in a holding pattern due to the pandemic. More to come.*

 - Other: *Amber Tatnall announced that the library at York County Community College has been closed. She has been offered the position of Associate Academic Dean and must resign from the Minerva Board. The group expressed shock and concern for Amber and for the future of academic libraries. Amber mentioned that she has spent 20 years making sure that the library was “lean and mean” and innovative for the students. On behalf of the board, Shelly expressed her thanks for Amber’s many contributions to Minerva and our good wishes despite this blow to libraries in Maine.*

 - Adjournment - Next Minerva Executive Board meeting: September 9, 2020: *On a motion by Jen and seconded by Susan the meeting was adjourned at 12:25 PM. Next meeting date is Sept. 9 at 10:00 AM via ZOOM.*
-

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, 2020-2021:

Public Libraries

Jen Alvino, (Chair) Windham Public Library (2018-21)
 Susan Preece (Vice Chair), Topsham Public Library (2020-23)
 Sarah Schultz-Nielsen, (Secretary) 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 (2020-23)
 Amber Tatnall, York County Community College (2019-22)

Special Libraries

Linda Kerecman, Northern Light Eastern Maine Medical Center (2020-23)

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