



Minerva Executive Board Meeting Minutes

Wednesday, September 9, 2020 | 10:00am - 12:00pm

Present: Jen Alvino, Josh Tiffany, Elizabeth Soares, Carin Dunay, Steve Norman, James Jackson Sanborn, Sophie Smith, David Smith, Alisia Revitt, Lynn Uhlman, Shelly Davis, Susan Preece, Joanna Breen, Shiva Darbandi, and Sarah Schultz-Nielsen

- Meeting was called to order after brief check-in.
- Review and acceptance of the July 8, 2020 meeting minutes. There were no corrections, Josh moved to accept, Liz seconded, and all voted yes.
- Old Business
 - Survey of academic library members - what's next?
Shiva reported that a few EB members met with academic Minerva members. They heard troubling trends about academic staff faced with lack of space and the removal of physical material to rely on non-print materials. We talked about membership of MINERVA and the requirements under the MOP. Shiva noted concern about lack of leverage for libraries. Alisia wondered if this is the time to look at what it is to be a member. Use of ILS but not lending/borrowing? Alicia brought up the concept of fee structure that Jay Scherma had proposed years ago. James shared that they had once worked on a plan with Triple I to divide Minerva into public/private but did not proceed. Is a tiered approach worth looking at after new contract is signed? Maine InfoNet Board is Academic heavy and supportive. They would be willing to send out a message of support. Steve suggested that the model of resource sharing of e-content needs to change on the level of ALA and Maine InfoNet and should be an action item in the future. Carin shared her perspective. Her sense is that there is a fear of losing van delivery and ILL among the community colleges. Susan suggested that the Maine Library Commission reach out in support. David brought up collaboration and cooperation essential to all libraries as a good argument. Jen also supported MLA taking a stand, suggested that the EB take time to create a response and identify how we can support our academic members.
 - Membership guidelines for committees - Guidelines posted on website? Sarah will be in touch with Albie regarding website and posting items.
 - Circulation Standards - pending. Josh reported that they are regrouping.
 - Minerva issues rep on drafted [“Materials Contribution Policy”](#) - to be brought to the UC in the Fall as well as reporting form. Susan will check old minutes to verify. A date for the virtual UC need to be set.
 - Maine InfoNet guidance and support for libraries reopening - updates? Burst of items coming due 9/15. WCCC not opening at all. James reported that all public libraries have reopened.
 - Updates are needed to the Minerva website - Intra-Minerva Request Policy (approved by UC in May), Executive Board members, list of committees and membership

guidelines, conflicting versions of bylaws. Sarah will work with Albie and Susan and complete.

- New Business
 - Academic Libraries who have reached out - NMCC, YCCC, and Unity. David reported from an Academic Zoom meeting that Unity has not sold campus, but is now a staff of 1, predominantly online, but not immediately in danger of closing. NMCC and YCCC are turned off for requesting and are looking at next steps. EMCC is now being led by Bill Cook. How can we support these libraries? Steve wondered about an Ad Hoc committee for different model for Academic libraries? Jen feels that based on info James shared, not possible. Susan suggested bringing it to a higher level. Legislature? What do academic staff want us to do? Jen proposed we call together a listening session of academic directors. Shelly added that community colleges are most impacted right now. Carin added that she has reached out to her Dean and VP of her college and Janet Sortor. Her concern is that community colleges will need to leave Minerva if action is not taken soon. She is supportive of having a session for feedback and conversations from community college members. After some discussion on how to proceed, James suggested convening a group of community college library staff to compile what would be useful and helpful. Carin agreed. She will send contacts for Jen to organize a meeting.
 - Minerva Board Google Account for document retention- Jen wondered if we need a Minerva Board shared account as not all documents go on the website. Alisia suggested we use a Maine InfoNet provided drive for MINERVA. James agreed but needs to test.
- Reports
 - Maine InfoNet Representative: Steve had nothing new to report. Board was set to meet that afternoon.
 - Maine InfoNet: James already covered re-opening. Staff working from home and office and hours are slightly different than pre-COVID. Academic libraries will be discussed at today's meeting. James reported that he just submitted \$18,000 in additional content (additional copies) for Cloud Library.
 - Minerva Technical: Lynn reported that the stuck holds improving. Down from 6000 to 3000. She suggested working with the Circ. Committee to address. Bounced MSN e-mails resolved but bounce report will still be run. System upgrade happened. So far, so good.
 - Finance: Josh reported budget holding up well. Ellsworth to join as of Jan. 1 so adjustment of dues and van delivery were made.
- Committee Reports
 - Cataloging Standards: Josh reported that there was Round Table Meeting scheduled that week. Vacancies and getting on track with meetings again was on the agenda.
 - Circulation Standards: no report.
 - Communications and Marketing: Liz had nothing to report.
 - Financial Sustainability: Discussed awareness of the future and the possibility of financial calamity.

- Innovation: Sophie reported that the plan has pivoted, with Hazel now creating a plant library. Plan soon to meet and look at next round.
- Membership: Ellsworth still on.
- Other: Susan suggested moving committee reports to before old business. Jen agreed and will adjust agenda. The question came up on whether or not the EB should make a statement of quarantine. Sarah requested more bags. Susan made a motion to spend up to \$3000 on bags. Sarah seconded. All in favor. Motion carried.
- Susan moved to adjourn. The next Minerva Executive Board meeting: November 18, 2020 10-12.

Respectfully submitted,
Sarah Schultz-Nielsen
