



Minerva Executive Board Meeting Minutes

Wednesday, November 18, 2020 | 10:00am - 12:00pm

Zoom: <https://us02web.zoom.us/j/87453943498>

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

Present: Jen Alvino, Josh Tiffany, David Smith, James Rathbun, Susan Preece, Lynn Uhlman, Alisia Revitt, James Jackson Sanborn, Liz Soares, Linda Kerecman, Sandra Abbott Strout, Sophie Smith and Sarah Schultz-Nielsen

- The meeting was called to order at 10:03.
- Review and acceptance of the September 9, 2020 meeting minutes:
Susan moved to accept the minutes. Sarah seconded. Motion carries.
- Old Business
 - Academic library members - what's next?
Tabled until next meeting since Shelly and Shiva were absent.
 - Membership guidelines for committees
 - Circulation Standards- included in this month's report by James Rathbun. We reviewed and Susan made a motion to approve. Sarah pointed error of a member no longer employed at a library, Susan made motion to approve as amended, and David Smith seconded. Motion carries.
 - Needed updates to Minerva website – Sarah will update whatever hasn't already been done.
- New Business
 - Shared Google Drive - Document retention policy. Jen sent out the DRP to the board for review but she is seeking some support in setting up the folder. Lynn offered to send directions on how to associate our work e-mail to the Google drive.
 - PTO Contractor position
James Jackson Sanborn explained that the position is currently managed through Capital Area Staffing Solutions. James reported that there will be an increase of \$1 per hour for the cost associated with paying CASS for this position. They are currently paid \$28 hour by Maine Infonet, and Deborah is paid \$20. Increase is not overwhelming.
 - ILL billing - listserv discussion. Do we need to address? Consensus was for the time being, libraries should follow guidelines but talk to libraries on a case by case basis.
- Reports
 - Maine InfoNet Representative
Steve was not present not present but his report is in Google Drive.
 - Maine InfoNet

James reports that they are still waiting to put together a presentation on Encore. He got confirmation that the comics plus app can use the same authentications as Bibliotheca. He will be asking for voluntary donations to support first year of use.

- **Minerva Technical**

Lynn reports not a whole lot. 207 Minerva tickets resolved, despite outage at U Maine. Saint Joe's closed, Kennebunk Free is also having a 2 week temporary closure due to construction. Scarborough and CML asked for pins, but it needs to be turned on system wide so they were declined. James added that it was all or nothing as far as turning them on. MaineCat upgrade occurred in October. Alisia added that they would be changing language on intra Minerva and MaineCat notices. Josh Tiffany had a question about Cloud Library, which has had some glitches.
- **Finance**

All but 2 libraries are paid up. Question regarding rolling innovation grant to next year, since it is on pause for this year. Otherwise, bills are getting paid and all is well.
- **Committee Reports**
 - **Cataloging Standards**

Katherine not present, but report in Google Drive.
 - **Circulation Standards**

James had nothing to report, but did mention that the committee will be working on guidance for when libraries need to close and the steps they need to take for Minerva.
 - **Communications and Marketing**

Liz had nothing to report, noting the need for regrouping.
 - **Financial Sustainability**

Josh reports that they had not met.
 - **Innovation**

On pause but will pick back up in 2021.
 - **Membership**

Jen reported that she will call her committee together for a check in. James added that he had spoken to Amy at Ellsworth and reports that things are going well.
- **Other**

Susan Preece brought up her concern about negativity surrounding serving the public during COVID in listservs and conversations about keeping the public away from the staff due to safety concerns. She is concerned of general negativity. Jen asked about surveying membership but recognizes that there would be no action behind it. Susan suggested letter of support. Discussion on carrying the emotional load of staff. Linda Kerecman shared that leadership at her institution acknowledges the stress and challenges and that is bolstering. We all agreed that there are no easy answers.
- Meeting adjourned at 11:08. Our next Minerva Executive Board meeting is on January 13, 2021

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, Saint Joseph's College (2019-22)
David Smith, Thomas College (2020-23)

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