



Minerva Executive Board

Minerva Executive Board Meeting

Wednesday, January 13, 2021 | 10:00am - 12:00pm

Present: Linda Kerecman, Sandra Abbott Strout, Sophie Smith, Lynn Uhlman, Steve Norman, James Rathbun, Susan Preece, Liz Soares, Shelly Davis, Shiva Darbandi, Josh Tiffany, Alisia Revitt, David Smith and Sarah Schultz-Nielsen

Meeting called to at 10:11 by Susan, who was experiencing technical difficulties.

- The November 18, 2020 meeting minutes were reviewed. No corrections or discussions. Josh moved to accept as written, Liz seconded, motion carried.

- Reports

Maine InfoNet Representative: Steve Norman reported that Maine InfoNet Board heard at their last meeting about the Maine InfoNet staff and their work, and how they can be better supported. InfoNet staff shared a continued need for cataloging training. The board will be meeting next week to discuss Covid vaccinations and library staff, and pending copyright legislation.

Maine InfoNet: James was not present to report.

Minerva Technical: Lynn reports no system downtime and 148 tickets resolved (many due to notices printing issue). Sierra upgrade today was successful, with few tickets placed.

Finance/ Financial Sustainability: Innovation grant funds rolled over, and everyone is paid up. Ellsworth due to pay in February. Josh presented the proposed 2022 Minerva Budget. Susan asked for comments. Steve shared that he was comfortable with no fee increase due to challenging budget year. Surplus is healthy to support no increase. Josh made a motion to hold the annual fee this year. Liz seconded. Motion carried.

- Committee Reports

Cataloging Standards: written report attached. Meetings are set up and work continues. Susan asked that if there are cataloging needs, that the Board should be made aware. None were identified.

Circulation Standards: nothing to report as the committee has not met since November. Ellsworth has reached out to committee for support. Josh is working on guidance for libraries who need to be closed due to situations non-Covid related. Bags were last ordered in October. Lynn reported 500 bags were being added by MILS. Susan asked if the Board should add more? Josh moved that we spend \$2444.80 to purchase more, Liz seconded. Motion carries. Shelly will purchase medium and large bags.

Communications and Marketing: Liz had nothing to report. Susan suggested a message of support to be shared. Sophie asked if a message be crafted with standard language for libraries who are closed due to Covid. Susan suggested that message be shared with Josh for his closure guidance.

Innovation: Sophie has nothing to report as program is paused.

Membership: No report.

- Old Business

Academic library members - what's next? Shiva recapped the concerns of community colleges being able to remain in Minerva while unable to meet standards. Shelly shared that someone was reaching out to Janet Sortor, who is the Maine Community College System member of the Maine InfoNet Board.

Shared Google Drive: Everyone is connected from the Board present. Note that there are tutorials on YouTube as needed. Sarah brought up the Reporting Form Sophie created and how to move to Minerva Board drive. Lynn will assist Sophie to move it. Susan suggested a breakout session at the next Users Council on using the Google shared drives.

- **New Business**

Nominations: Shiva, Sarah, and Jen's terms are up and all are willing to serve again. Shiva indicated that if another Academic member wished to serve, she would step off. We established that Susan, the Vice President, is supposed to handle the Board elections. Liz offered to help and will post on the listserv, and self-nominations can be made.

MOP reminder - expires 2022. Keep on radar and add to agenda to follow through.

Strategic plan: Susan has reviewed and reported that we have followed through on the previous plan. Shelly suggested something on a small scale might be helpful. Steve supported. Small range would be manageable.

Minerva FY22 dues: Addressed earlier in the meeting.

- **Other**

Linda asked about number of Special Libraries in Minerva. She added that like the community colleges her library and employer struggles with financial support. Josh reported that there are 3 Special Library members, and MILS more.

Members shared their goings on, bright spots, low points, etc. Susan thanked the board for our work, and stressed self-care.

- 11:12 Sarah made a motion to adjourn meeting, Josh seconded, meeting adjourned at 11:12 a.m.
- Next Minerva Executive Board meeting: (March 10, 2021)

Respectfully submitted,

Sarah Schultz-Nielsen

Minutes Approved March 10, 2021

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

Special Libraries

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

School Libraries

Liz Soares, Augusta School District (2019-22)

Ex-officio:

Steve Norman, Maine InfoNet Board Representative, Belfast Free Library
James Jackson Sanborn, Executive Director, Maine InfoNet