



Minerva Executive Board Meeting Minutes

Wednesday, March 10th, 2021 | 10:00am - 12:00pm

Zoom: <https://us02web.zoom.us/j/83672722848>

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

Jen Alvino, Josh Tiffany, Steve Norman, Shiva Darbandi, Erich Reed, Sophie Smith, James Rathbun, Louise Joliffe, Linda Kerceman, David Smith, Shelly Davis, Carin Dunay, Sarah Brown, Courtney Sparks, Lynn Uhlman, Susan Preece, James Jackson Sanborn, Sarah Schultz-Nielsen

- Call to order 10:01
Jen asked for all participants to introduce themselves.
- Review and acceptance of the January 13th, 2021 meeting minutes. Susan moved to accept as presented. Josh seconded. Approved.
- Reports
 - Maine InfoNet Representative: Steve Norman reported that board met this week. Agenda was discussion with 5 reps of III. Not a scintillating meeting but some useful discussion including how to deal with multi-type libraries and differing needs. Josh asked about discussion about fees, and JJS jumped in to explain more about the discussion and need to shop around with other ILSs in the future when contract is up in a little over 2 years.
 - Maine InfoNet: In addition to board meeting, Maine InfoNet staff met with customer support staff at III to discuss customer support issues due to multi-system, consortia makeup. Purpose of meeting was issue with Ursus OS system issue with firewall. James Jackson Sanborn also had a meeting with Martha Sanders at III about types in systems and value of multitype consortia. James touched on authentication of patrons, pins and what that entails. It's a down the road conversation, to start at the Circulation Committee level. Susan asked about pins, and Comics Plus. Comics will be coming, but pushed back and it will be a separate app. RDA Toolkit is being purchased for Ellen Conway and the Chair of Cataloging Committee - waiting on invoice from ALA.
 - Minerva Technical: Lynn reports no down time but significant slowdown. Backbone fiber issue that affected the entire Northeast. 177 Minerva tickets resolved. Notice issues from Sierra upgrade and bounced e-mail issues with particular ESPs. Hold pickup notices issues affected some libraries.
 - Finance: Josh reported that 2 RDA toolkits, and no unexpected expenses. Financial Sustainability Committee to meet 3/11 10 a.m. David asked if a calendar request had been sent. Josh will send one out.
- Committee Reports
 - Cataloging Standards: Jen shared report, no rep to report.
 - Circulation Standards: Nothing to report except Josh's work on extended closures best practices.
 - Communications and Marketing: Liz absent.
 - Financial Sustainability: meeting tomorrow and update for next meeting.
 - Innovation: On hiatus but Sophie hopes to reconvene this summer.
 - Membership: Jen reports that she met with Steve and JJS. Open applications this summer with the hope of adding new library in the Fall. There are some interested libraries.
- Old Business
 - Academic library members - what's next? Conversation continues. Shiva suggests a policy that would address libraries that cannot meet the requirement of collections, but could pay a higher fee to

continue membership. Jen suggested meeting as a smaller group to propose something to the User's Council and Board. Susan suggested it's not time sensitive and suggested kicking it around but not make a formal change. Shelly reports some community college concerns.

- MOP reminder - expires 2022. Look at addressing Academic participation.
 - Strategic plan - next steps/review Susan's updates. Discussion on next steps. Steve suggested it could dovetail the revision of the MOP. Jen suggested a retreat to go through a review of the plan in later summer/early fall.
 - Minerva Board election – update: all candidates are unopposed, and Susan will send out ballot to membership on 3/15.
- New Business
 - Baker and Taylor sales rep reached out to Jen regarding workflow project in partnership with Minerva. Jen opened up the discussion to the group. James Jackson Sanborn reported that the rep was going to contact specific libraries regarding cataloging duplication. Josh volunteered to communicate with rep. and report back at next meeting.
 - Other: “Should Minerva have guidelines for membership of committees?” is posed by Josh. James Jackson Sanborn suggests good documentation, and Jen suggests committee participation be widespread and not the same people to welcome all voices. Susan offered to take on. Shiva added that mentorship opportunities exist at our libraries for participation.

Sophie shared suggestion of using unused Innovation funds to support others access to Minerva meetings once in per meetings open up.

Spring Users Council in May/June? Susan votes for June. All Zoom, 6/16, 10-12, Jen will send a save the date after the meeting.

- Adjournment Susan moves, adjourned at 11:22 a.m. - Next Minerva Executive Board meeting: (May 12th, 2021)

Respectfully submitted,
Sarah Schultz-Nielsen

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