



Minerva Executive Board Meeting Minutes
Wednesday, May 12th, 2021 | 10:00am - 12:00pm

Present: Jen Alvino, James Rathbun, Alisia Revitt, Louise Joliffe, Liz Soares, David Smith, Sophie Smith, James Jackson Sanborn, Shelly Davis, Lynn Uhlman, Steve Norman, Linda Kerecman, Susan Preece, Sandra Abbott-Strout, Luke Sorensen, and Sarah Schultz-Nielsen
Call to order at 10:03.

Introductions were made.

Review and acceptance of the [March 10th, 2021](#) meeting minutes. Susan moved to accept, Shelly seconded. All approved.

Reports

- Maine InfoNet Representative: Steve reported briefly that the main topic of discussion was the ARPA funds and adding more libraries to MaineCat, and a change to the membership to URSUS. New mobile app may be available soon.
- Maine InfoNet: James reiterated the receipt ARPA funds and plans including short term staff. Ultimate goal is to add dues paying libraries to MILLS and Minerva. Cloud Library bills were sent out.
- Minerva Technical: Lynn reported no system downtime but a slowdown late in March. 142 Minerva tickets resolved. Server update happening on June 30 at 6 p.m. Lynn described the known bounced e-mail issue and solutions from Triple I including the SPF. Lynn anticipates the only issue with a global change is that individual libraries will not get individual e-mails every time an e-mail bounces.
- Finance: N/A

Committee Reports

- Cataloging Standards: N/A
- Circulation Standards: James Rathbun reports a meeting was held recently and a plan on quarterly meetings. A three week renewal was discussed, as well as what to do when libraries need to close. In the future, tutorials will be shared at these meetings based on policies. Jen proposed Minerva tips on listserv.
- Communications and Marketing: Liz has nothing to report.
- Financial Sustainability: N/A Jen reports that the committee met and Josh can report at next meeting.
- Innovation: Sophie reports the desire to work with Financial Sustainability.
- Membership: James, Steve and Jen met. They are opening up the application period June 1st through July 15th. A few libraries expressed an interest. Committee is mindful of libraries who are in a position to join. They will be updating the application and website.

Old Business

- Academic library members - table until discussion of MOP
- MOP reminder - expires 2022
- Strategic plan - next steps/review Susan's [updates](#). Next steps were discussed including Susan, Shelly and Jen volunteering to update.

- Minerva Board election – update by Susan. Slightly over half of the Minerva membership voted. Jen, Shiva and Sarah were re-elected.

New Business

- Baker and Taylor workflow-tabled until next meeting so that Josh can report.
- [Materials Contributions policy](#) discussion. Susan recalls that issues can be reported at committee level and then reach the Board as needed. The question of whether or not this policy is a part of the reporting form, which Sophie reports is not but could be added. Sophie suggested consortially purchasing high demand copies and then Jen suggested we discuss due to logistical reasons. David Smith and Linda Kerecman reported that their book budgets have decreased annually while digital resources have increased. Susan clarified that the policy is geared toward public libraries who have a demand on best sellers and other heavily requested items. Jen suggests James R. and Sophie discuss with Josh Tiffany.
- Process for temporary library closures-holding items and van delivery issues are a part of the process. Susan suggests this be a part of the MOP. Consistency is important and a checklist will help.

Other: Susan shared she created a draft regarding committee membership per our conversation at the last meeting regarding chairing multiple committee. We viewed the document. Shelly brought up the previous request for Committees to provide membership guidelines and the need to ensure that this document aligns with those. Jen will place on next agenda.

Jen shared that South Portland is closing for a month due to a sewer issue. The Main library collection will be unavailable but delivery will continue. Their branch will remain open.

Spring Council meeting is happening on June 16th. Jen sent out a save the date. Agenda items? Susan can pull together the Strategic Plan and get some input and discussion. Reporting also. Reporting form placement on website suggested, and Jen will share the MOP update.

Adjournment at 11:44, moved by Susan.

Next Minerva Executive Board meeting: (July 14th, 2021)

Respectfully submitted,
Sarah Curra Schultz-Nielsen
Secretary

Mission Statement:

Minerva provides the structure, systems, and support for member libraries to enhance services to library patrons through collaboration.

Executive Board Representatives, 2021-2022:

Public Libraries

Jen Alvino (Chair), Windham Public Library (2021-24)
Susan Preece (Vice-Chair), Topsham Public Library (2020-23)
Sarah Schultz-Nielsen (Secretary), Lithgow Public Library (2021-24)
Josh Tiffany (Treasurer), Gray Public Library (2019-22)

Academic Libraries

Shiva Darbandi, Maine College of Art (2021-24)

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