



Minerva Executive Board Meeting Minutes
Wednesday, January 12, 2022| 10:00am - 12:00pm
Documents for the meeting housed on [Google Drive](#).

Present: Jen, James Rathbun, James Jackson Sanborn, Josh Tiffany, Lynn Uhlman, Shelly Davis, David Smith, Liz Soares, Cassandra Pool, Sophie Smith, Susan Preece, Alisia Revitt, Linda Kerecman, Steve Norman, and Shiva Darbandi.

- Call to order at 10:03.
- Introductions were made.
- Review and acceptance of the [November 17th, 2021](#) Susan moved to accept as written Shelly seconded minutes, motion carried.
- Reports
 - Maine InfoNet Representative: Steve reports a lot going on. Full time, short term employee fell through, but there are plans to add staff via legislatively and with current budget. MILLS migrating to POLARIS, pending reciprocal borrowing. Blue Hill moving over via API from KOHA. Potential for new Minerva libraries. CBB are looking for an alternative to Triple I, but still connected to MaineCat through INN-Reach. MaineCat landscape is shifting, which might have implications to Minerva. Steve assesses that the ARPA funds have been a catalyst for this.
 - Maine InfoNet: A position was added to the request from the MSL for the Governor's supplemental budget. Touched on Blue Hill migration, new Minerva libraries, and says there are 3 libraries with potential for coming on board to Minerva. Catalog utilities- Mighty Net contract for best marc (allows records to be grabbed, run through and corrected if there are any errors). Waiting on a quote for additional services. Susan asked about Blue Hill timeframe. Josh queried budget predictions
 - Minerva Technical: Lynn reported on table issue, slowdowns, upgrade occurred and Goodall on board and working well. Reminder to circ: close notices to avoid jamming system. Alisia reported on last year to date closeout.
 - Finance: Josh reported all paid, no increase in cost, and no unexpected expenses. Jen motion to set dues David then Liz, Motioned carried.
- Committee Reports
 - Cataloging Standards: 1/28 Roundtable meeting. Keeping up on projects, Susan asked a clarifying question about a cataloging issue, which lead to a discussion on an interpretation of the MOP/MOU and lending to all (ie Minerva and MaineCat). Some

Minerva libraries do not lend anything to MaineCat, which generated discussion. A conversation is needed.

- Circulation Standards: James Rathbun reported that they met last week. Discussed billing. Next meeting will take place on April 13 and they plan on discussing lists management. Presented Emergency Due Date Extension policy for E Board Action. Would bump out due dates 2 weeks to allow for more time for the library to get back to normal business. Discussion on how to handle on the technical side. David made a motion to approve policy, Susan seconded, and motion carried with Josh abstaining. We reviewed the Extended Closure Best Practices, which required no vote.
 - Communications and Marketing: Liz reports that Louise Jolliffe has joined her, and they will be reviewing the website, and will meet hopefully in January.
 - Financial Sustainability: Josh reports that they have not met but plans to in the near future.
 - Innovation: has not met, had 1 application, plan to pause and relaunch in the new year to make it competitive.
 - Membership: Jen reported on Goodall and Brewer additions.
 - Josh reported on the High Demand Hold Book Project: 120 books added, 430 circs \$2700 spent.
- Old Business
 - MOP expires 2022-Jen, David, Linda met (Josh and Liz to be included at next meeting). Conversation focused on section, 2.1 (commitment to collection development) and how that affects the academic libraries due to a shift in spending on digital versus print. Jen proposed finding language or percentage to help maintain membership. Alisia reported that the impact is minimal on the system in terms of Academic library draws on other Minerva libraries. David does not support exemption on print materials in the MOP for future implications to his budget. Linda chimed in regarding special libraries and her own library. Jen asked for volunteer to wordsmith, and Josh volunteered with support from Steve. Susan volunteered to wordsmith about participation. We will discuss in March. Shiva asked about getting together with other Academic and special libraries about digital resource sharing.
 - Strategic plan - form subcommittees. Jen unable to do so right now.
- New Business
- Approve Minerva dues: approved.
 - Process for temporary library closures approved
 - Executive Board elections Public, Academic and School
 - Bylaws review/assignments: table until March or later. Up for review because Jen realized that she was not following the meeting notification rules, as others before her.
 - Spring User's Council meeting date: 4/6/2022
 - Budget FY2023: review in March
- Other: Discussion on next steps to clarify sharing MOU/MOP. Susan sees issue of individual libraries getting hit due to other libraries not choosing to purchase types of materials. Jen would rather we have open conversations rather than individual libraries acting on their own.

James offered to take discussion offline regarding specific libraries and system issues which prevents them from lending out, and took responsibility for that particular issue. JJS suggests your library participate in MLA preconference on this, or propose a Minerva draft policy/guiding principle for MaineCat libraries. Jen, Susan, Shelly, Steve and Alisia will work on. JJS has a draft policy that he can share with group. Goal to share at preconference and Fall Users' Council.

- Adjournment Josh makes motion 12:02 - Next Minerva Executive Board meeting: Wednesday, March 9, 2022.

Respectfully submitted,
Sarah 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, Husson University (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