



Minerva Executive Board Meeting Minutes

Wednesday, November 17, 2021 | 10:00am - 12:00pm

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

Present: Jen Alvino, James Rathbun, David Smith, Josh Tiffany, Susan Preece, Shelly Davis, Louise Joliffe, James Jackson-Sanborn, Sophie Smith, Cassandra Pool, Sarah Brown, Linda Kerecman, and Sarah Schultz-Nielsen

- Call to order at 10:03.
- Introductions were made.
- Review and acceptance of the September 8, 2021 meeting Josh moved to accept minutes Sarah seconded. Approved.
- Reports
 - Maine InfoNet Representative: Steve was absent, James Jackson-Sanborn reported on planning for the use of ARPA funds. Under the impression funds could be used for extending position for 2 years, which turns out to be untrue. Monies must be used within a shorter time frame.
 - Maine InfoNet: Looking to migrate MILS to Polaris so that INN-REACH can be used. COHA libraries to form sub consortia.
 - Minerva Technical: Alicia is working with Goodall with their records to prepare for joining Minerva. Going live the first week of December. Brewer will be coming on in January. MaineCat upgrade coming up and will be announced.
 - Finance: Josh reports no surprises, 3 libraries unpaid and 2 new libraries when added will be adding income.
- Committee Reports
 - Cataloging Standards: Josh reported. No major changes.
 - Circulation Standards: James had nothing to report but proposed the attached RFA to have consistency with renewals. Josh motioned to accept, David seconded, no discussion. Motion passes.
 - Communications and Marketing: Liz absent.
 - Financial Sustainability: Josh reports that committee will meet soon.
 - Innovation: Sophie reports that no applications have been submitted yet. May extend submission period.
 - Membership: Jen has nothing to report.
- Old Business
 - MOP expires in July of 2022. Jen looking for volunteers to form a subcommittee. David Smith, Josh Tiffany and Linda Kerecman volunteered, and Jen will chair. Jen will ask Liz so that all library types are represented. She is looking to hold first meeting in mid-December.
 - Strategic plan - next steps: Based on feedback at the Fall Users' Council, Susan moves to accept strategic plan in draft form, Shelly seconded. No discussion. The Motion carried.
- New Business
 - Process for temporary library closures will be discussed at next Circulation Standards meeting.
 - Executive Board elections will be prepared for summer.

- Bylaws review: The timing of announcements and some things not being followed as directed by the bylaws. Jen will review, pull out some items to review in January. Jen encouraged others to do so too. Susan suggested that Jen make it as a Google Doc for review.
- Other: none.
- Susan moved to adjourn at 10:45.
- Next Minerva Executive Board meeting: Wednesday, January 12, 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)

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

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