



## Minerva Executive Board Meeting Minutes July 21, 2021 10 a.m.-12 p.m.

Present: Jen Alvino, Susan Preece, David Smith, Liz Soares, Josh Tiffany, Linda Kerecman, Shiva Darbandi, Shelly Davis, Sophie Smith, Steve Norman, Alisia Revitt, James Jackson-Sanborn, Sarah Brown, Cassandra Pool, James Rathbun, Sandra Abbott-Strout, Carin Dunay, and Sarah Schultz-Nielsen.

- Meeting was called to order at 10:04.
- Minerva Executive Board members introduced themselves.
- The minutes from May 12<sup>th</sup> were reviewed. Josh Tiffany made a motion to accept, Susan Preece seconded, and all voted to approve.
- Reports:  
Maine InfoNet Representative: Steve Norman had nothing to report as the Board did not meet in the last month.

Maine InfoNet: James Jackson-Sanborn reported that MIN will receive \$500,000 from ARPA. They plan to expand and improve MaineCat access, support API, add MILLS and Minerva libraries, catalog cleanup and enhancement and investigating moving MILLS to Polaris. He followed up on Encore from Spring Council Meeting, letting us know that it will be available soon. James shared a document and some of the features of Encore. The classic OPAC will still be available. James will share on the Minerva listserv and will follow with a link to Encore for people to try.

Minerva Tech: Alicia Revitt pointed to her written report in the Google Drive. She reported no major downtime. 225 tickets were submitted in last 2 months. Upgrade to server went fine on 6/30. 2 more coming: Sierra 5.3 late 8/4-8/5. Hold management and create lists will be a part of the upgrade. 8/30 MaineCat will be down at 7 p.m. and will be down all evening. ILL and Circ stats are complete. ILLs now include renewals. Alicia has posted instructions.

Finance: Josh Tiffany pointed to documents in the Google Drive. He reported that we are in good shape financially and he pointed out that the Innovation funds in the amount of \$5,000 were rolled over to FY 22.

Cataloging Standards: Josh Tiffany reported on projects in progress, including getting rid of item level holds on graphic novels, working on different levels of logins for cataloging, identifying who imports records to allow better who is doing what in catalog. Discussion on length of time items can be allowed to add pre-pub. He reported that a sub-committee has been formed to examine LC Subject Headings and the appropriateness of some.

Circulation Standards: James Rathbun had nothing to report.

Communications/Marketing: Liz Soares reported that the committee is on hiatus.

Financial Sustainability: Josh Tiffany reported that they had not met since last meeting.

Innovation: Sophie Smith reported that they met in June to re-establish and plan a new competition this fall.

Membership: Jen Alvino reported that the application period closed on 7/15 and that there were two applicants this round. Jen will work on follow-up conversations with the library directors and next steps.

- Old Business:

Memoranda of Participation (MOP) sub-committee will need to be formed by September.

Next steps for Strategic Plan: Susan Preece, Shelly Davis, and Steve Norman will need to discuss feedback from the Spring Council meeting and will have something to present in September.

- New Business:

86 Baker and Taylor Workflow: we discussed lots of changes at Baker and Taylor, and general delays with most library vendors due to a variety of issues.

Materials Contribution Policy: we discussed responsibility for implementing oversight, and Josh Tiffany suggested consistency in tracking. Susan Preece posed whether or not there was a way for the Board to ascertain who is and isn't following policy? She offered to call to have a conversation with libraries that are not in compliance in a non-punitive way.. Jen and Susan indicated that they were both comfortable addressing, once someone takes lead on tracking. Josh and James will bring back to Circulation Standards to assign. Jen Alvino will send the policy out on MINERVA-L so that all libraries are aware of their responsibility and consequences for non-compliance.

Process for Temporary Closures: There was nothing to report.

Board Position Appointments: Appointments for Chair, Vice Chair, Secretary and Treasurer are held at the first meeting of the new fiscal year. The current officers agreed to serve again, and the slate was approved.

Meeting Schedule: We will continue with the 2<sup>nd</sup> Wednesday of the month, with August adjusted to 8/18. We discussed meeting in person and virtually, and it was decided to continue virtually but revisit the idea in January.

High Demands Hold Proposal from Innovation: It was proposed that we use \$5000 to purchase twenty high demand titles per month, from Bull Moose, to alleviate pressure in the system. We discussed sustainability, and how to determine and measure success. The items will have a ghost location code but will physically live at a library where they can be returned to. Using a ghost location means priority is different and that can be managed by MIN. After some discussion, Susan Preece moved to accept the proposal, Josh Tiffany seconded, and the motion carried. Sophie Smith will write up a description which Jen Alvino will share with the list.

There was no other new business. Susan Preece made a motion to adjourn at 11:23 a.m. The next meeting will be on August 18<sup>th</sup> at 10 a.m. Jen will send out the meeting link.

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**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