



## Minerva Executive Board Meeting Minutes

Wednesday, March 9, 2022| 10:00am - 12:00pm

Zoom: <https://us02web.zoom.us/j/84403151354>

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

### Zoom Attendance:

*Jen Alvino, Steve Norman, James Rathbun, David Smith, Shelly Davis, Louise Joliffe, Shiva Darbandi, Lynn Uhlman, Linda Kerecman, James Jackson Sanborn, Alisia Revitt, Sophie Smith, Josh Tiffany, Carol Lord; “yatanguay”, “Rice Library”, Susan M. Preece.*

- Call to order: *Jen Alvino called the meeting to order at 10:04.*
- Introductions: *She asked all Board members and Committee Chairs to introduce themselves and welcomed all.*
- Review and acceptance of the January 12, 2022 meeting minutes: *Susan Preece made a motion to accept the Minutes of the January 12 meeting. David Smith seconded the motion and the minutes were approved unanimously.*
- Reports
  - Maine InfoNet Representative: *Steve Norman submitted a written report found in the Google Docs file for the meeting. Among other items, he highlighted the request for an additional Maine Infonet temporary position in the State’s biennial budget, the MLA pre-conference events and InfoNet Board turnover with the retirement of David Nutty and Joyce Rumery.*
  - Maine InfoNet: *James Jackson Sanborn confirmed Steve’s report and mentioned that the Director of Colby College will also be retiring which leaves three major academic libraries in search of new leadership. There seemed to be no questions/objections from the Legislature about the addition of the temporary position through June, 2025 at the public hearing. Working with the Cataloging Committee InfoNet is exploring the use of MitiNet to assist in an automated clean-up of records in MILS and Minerva catalogs. There are pros and cons of this automated process which will be discussed with the Cataloging Committee. MILS libraries are migrating from Sierra to Polaris in August. 14 additional libraries will be added to MILS for a total of 34 libraries. With the help of ARPA funding, Blue Hill library will soon be a contributing member of Maine Cat. At the MLA Pre-Conference event on Sunday (5/22) there will be a continuation of the Policies initiative that was started in 2019. A draft and review of the progress made pre-pandemic will be sent prior to the Conference to all for comments and input prior to the meeting--please look for it and respond.*
  - Minerva Technical: *Lynn provided a written report which is included in the Google Docs for this meeting. Highlights included the fact that Sierra has assigned specific staff to address the scope related issues that we have been dealing with. Brewer Library will be coming online soon. Peer support will be helpful, as always.*
  - Finance: *Josh reported that the finances are in good shape with no unexpected changes.*
- Committee Reports
  - Cataloging Standards: *Josh announced that this was his last report as Chair. Carrie Hawks from Lithgow Library has agreed to Chair going forward and Josh will remain on the committee which has been working on a variety of cataloging issues including the LC change of the term “illegal aliens.”*
  - Circulation Standards: *James Rathbun reported that the committee has not met yet but is scheduled.*

- Communications and Marketing - [report](#) : Liz Soares provided a report for the committee. They asked if they need Board permission to serve as a conduit for Minerva news. An example of this would be the document outlining steps libraries should take if they need to suddenly close. The Board agreed that they do not need permission since this is part of their committee charge.
  - Financial Sustainability: Josh reported no news at this time other than a draft of the FY23 budget.
  - Innovation: Sophie reported that the committee would like to extend the trial of this project since we were delayed in the second year of the trial due to the pandemic. At this point the committee would like to offer 2 more competitions for the \$5,000 grants previously approved by the Minerva Executive Board. There was some discussion about the High Demand collection and whether it was considered as part of the Innovation project. Josh stated that this is a separate budget line not related to the grants. Steve Norman made a motion to extend the project which was seconded by Josh. The motion carried with one abstention.
  - Membership: Jen mentioned that as previously noted Brewer and Sanford libraries will be coming on-line soon. With all the changes and work ahead of InfoNet, we will not be considering new libraries until the winter of 2023.
- Old Business
    - MOP expires 2022 - discuss 1 year extension to send to Spring User's Council - DRAFT for 2022 Fall User's Council: Another casualty of the pandemic was the expiring Memorandum of Participation for Minerva members. Jen and Susan feel that at this point the Board should extend the existing MOP for one year to allow for a thorough review in the next several months. There was discussion about a draft of a new MOP and what changes might or might not be needed. Ultimately, Steve moved to extend the current MOP for one year until June 30, 2023. David seconded the motion which passed unanimously. Jen will get a committee together to work on the MOP project.
    - Strategic plan - form subcommittees
  - New Business
    - MaineCat Policy drafts: There was a discussion of the policy drafts that will be under review and revision at the MLA meeting in May. Many questions and potential issues were brought to the Board's attention who agreed that more work on this was necessary. Jen and James Jackson Sanborn will discuss an update at the User's Council to remind Minerva libraries of this effort.
    - Revisit adding Pin #'s/Action plan: Jen reported on a request from a member library about the use of PIN numbers with patron records. This change must be done system-wide and the Board had previously rejected the use of PINs since there would be no way for an individual library to opt out. The Board remains comfortable with their previous decision and chose not to revisit the issue at this time.
    - Executive Board elections - Treasurer? Jen reminded the Board that we will need a new Treasurer when Josh steps off the Board this year. Josh assured the Board that he would continue to help and support a new Treasurer.
    - Bylaws review - update Article 7, Section 3 - Standing Committees: Due to time limitations, this item will be addressed by the Board at the Fall Users Council.
    - Budget FY2023: Josh asked for any questions about the proposed FY23 budget. There being no questions, Susan moved to accept the FY23 budget, seconded by Shelly. The budget was approved, unanimously.
    - Delivery question: Janet McKenny received requests from several Minerva libraries to drop down to one day of van delivery due to pandemic issues. The Board agreed that it is essential that all Minerva libraries participate in at least two days of delivery for the smooth access of materials. Jen will inform Janet that Minerva libraries must be up to Minerva standards by July 1, 2022..

- Other: *No other business was brought forward and Susan moved to adjourn the meeting at 12:01*
- Adjournment - Next Minerva Executive Board meeting: Wednesday, May 11, 2022

Respectfully submitted by acting Secretary, Susan M. Preece

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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, 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