



Wednesday, January 10, 2024, 10:00am - 12:00pm

Zoom: [https:// https://zoom.us/j/99242156481](https://zoom.us/j/99242156481)

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

- Call to order – meeting began at 10:07AM
- Introductions made
In attendance were Carin Dunay, Steve Norman, James Rathbun, David Smith, Jennifer Lewis, Carol Lord, Courtney Sparks, Jen Alvino Wood, Megan Smith, assistant director at Thomas Memorial, Sandra Abbott Stoat at Unity Environmental University

Shelley not joining today due to training at College and James Jackson Sanborn is without power and Orono is closed due to the storm.

- Review and acceptance of the November 8, 2023 meeting minutes
- Reports
 - **Maine InfoNet Representative:** Steve – The MIN board met in beginning of December. Board sees that maintaining the quality of cataloging in MaineCat is a priority. Many experienced catalogers have been replaced with non-catalogers and it shows. The Minerva new part-time cataloger support position is evidence of this. The idea of a state cataloger position at MSL has been raised.

MIN Digital Collections Policy was approved by the board. This policy is especially needed for Download Library and Comics Plus. The policy will help guide selectors of the collections. The board is continuing to search for ways to deal with the price of e-books and audiobooks, which vary greatly in price, number of uses/length of availability.

 - **Minerva Technical:** Friend Library is now live in Minerva and Northeast Harbor will go live soon.
 - **Finance:** Shelly wrote a written report since she cannot be here today. Budget reports uploaded, 2 libraries have not paid dues yet, bags have been ordered and delivered. (thanks Jen!) Totes have been ordered. Draft budget will be presented in March, let Shelley know of any changes decided upon at this meeting or in the intervening weeks. Fiscal year 2025 Minerva dues bill going out soon. E-mail went out to members informing them that bill coming soon.
 - **Cataloging Standards:** No representative or information from this group.
 - **Circulation Standards:** James Rathbun – Met in December and had a productive conversation about billing standards and best practices. The committee is working out best process for billing unreturned or lost/damaged items.

- o **Communications:** David reported that the group has not met recently. Still looking at making improvements to Minerva web pages
- o **Financial Sustainability:** no updates
- o **Innovation Committee:** no updates
- o **Library Membership:** no updates
- o **Executive Board nominating** – a few people have expressed an interest in joining the Executive Board. Carin asked if board members have to be the designated Minerva rep of their libraries. It used to be MIN rep for each Minerva library was listed on a MaineCat contacts web page. David – thinks board member does not have to be official rep of library. Since most Minerva reps are library directors Courtney mentioned that perhaps it would be prudent when writing to a person to thank them for their interest to cc director of interested person’s library. Carin wary of being in the middle of another library’s HR issues. Courtney could foresee a scenario where an ambitious library employee might attempt to jump forward but thinks directors should be informed when their employees express such an interest. Steve-bylaws say member of Exec Comm has to be the official representative of a library and that fact should be included in any information for recruiting board members.
- Old Business
 - o **ILS exploratory committee** Steve – there is no rush to migrate to a different system. Jen adds that the committee (Steve, Sophie, David, James JS, James Rathbun, Carol and herself) got feedback from Minerva members that will inform next steps in new ILS exploration or enhancements to Sierra. Those polled did not express any overwhelming dissatisfaction with Sierra. Currently taking a closer look at suggestions and what we can do to address them. There will be a huge cost to transitioning to a new ILS, both in process and cost of new ILS. Plan to extend current contract, which ends in June 2024, for two years to June 2026. Continue exploration leading up to June 2026. Motion to extend current III contract, with JJS and staff working on particulars. Motion passed. Jen will follow up with an e-mail to Minerva members, explaining decision and next steps. Carin – possibly another group would explore making improvements via Sierra.
 - o **Cataloger trainer position** Carin – the job has been posted, committee meets on 23rd to discuss 4 applicants received so far. A few of the applicants look very promising.
 - o MOP – 7 more signed MOPs have been turned in since last meeting, 3 more to go. One of the 3 libraries is very apologetic and will get it done. One library is not responding, prompting some vague reminder that library may have no director. Carin will visit the remaining library and expects no problems. Courtney suggested persistence, snail mail, maybe certified mail if there are any further difficulties obtaining the signed memorandums.
 - o Follow up from Users council: vote held at that meeting to remove bib records of MIN download collection in the catalog. With no quorum in October, the vote was put to membership via e-mail and

the vote was in favor of doing away with bibliographic records for the MIN Download Library collection. Carin will now request that MIN delete those bibs and will send out e-mail announcing when they are gone.

Executive Board Representatives, 2022-2023:

Carin Dunay (Chair), SMCC (2022-2025)
Jen Alvino (Vice-Chair), Windham Public Library (2021-24)
Carol Lord (Secretary), Curtis Memorial Library (2022-2025)
Shelly Davis (Treasurer), Saint Joseph's College (2020-23)

Academic Libraries

David Smith, Thomas College (2022-2025)

Public Libraries

James Rathbun, Baxter Memorial Library (2023-2026)
Courtney Sparks, Freeport Community Library (2023-2026)

Special Libraries

Vacant

School Libraries

Jennifer Lewis, Augusta School District (2023-2026)

Ex-officio:

Steve Norman, Maine InfoNet Board Representative, Belfast Free Library
James Jackson Sanborn, Executive Director, Maine InfoNet