



Wednesday, March 8, 2023 10:00am – 12:00pm

Zoom: <https://zoom.us/j/91778241943>

Documents for the meeting housed on Google Drive

Carin Dunay, Shelly Davis, Linda Kerecman, David Smith, Steve Norman, James Rathbun, Carrie Hawks, Carol Lord, Sophie Smith, Louise Joliffe, Ann Thomas at Friend Memorial Library in Brooklin,

Meeting was called to order by Carin at 10:05 with introductions of all present

- The meeting minutes from the January 11th meeting were approved
- Reports
 - **Maine InfoNet Representative:** Steve reports board met by Zoom Feb. 6th, next meeting at MSL in April. Lori Fisher, new state librarian was welcomed to the InfoNet board. Vince Garin, who started as new InfoNet support librarian, will be working with incoming and recently migrated libraries. His is a two-year position, Me InfoNet hopes it will be permanent. Board discussed hosting a pre-conference at MLA focusing on the Maine Libraries' Ecosystem. Jen Alvino Wood was on ALA task force on this topic, as was Lori Fisher. Marjorie Hassan at Bowdoin College Library retiring this summer.
 - **Maine InfoNet:** JJS have received unofficial word that Diane Nadeau, of Lisbon Library will be retiring, the MILS representative. New dean of libraries of UM and new Maine State Librarian will continue in this environment. Vince, formerly of MMA, will be returning next week from paternity leave. Update on RFP process of URSUS libraries. Nothing official yet, but it is anticipated that this time next year they will migrate from Sierra to Alva, owned by the Claret Cooperation. Maine Law, Bangor, Portland will migrate to Polaris. Awaiting state budget approval for cost of migration, anticipating it will be passed. Sarah Moore will be the new director of PPL, joining in April, formerly of Zionsville. Vickie Smith has been filling in as interim director. CloudLibrary invoices will be going out, no change in amount. E-book prices are horrible for libraries, licensing terms are \$50 and up, and expire after 26 checkouts or 52 weeks or 2 years (it varies) so a large part of budget goes to "rebuying" titles that have expired and that have holds or are part of a series. Last summer audiobook checkouts surpassed e-book checkouts despite there being a lot more e-books. Steve asked if there was anything that could be done to change this environment. Bills pertaining to this issue were passed in Maryland and New York, but publishers brought law suits against aims of bill. JJS doesn't know of what action can be taken. David: controlled digital lending? MSL did work with Internet Archive and scanned and uploaded Maine books that weren't already in that collection. Fogler Library has done ILL through controlled digital lending, sending out a PDF and temporarily removing scanned title from circulation. JJS may learn more at an upcoming conference – most of the efforts have been by academic libraries.
 - **Minerva Technical:** Lynn sent out report. JJS adds that an upgrade will be coming soon that will fix some bugs. Still working on bounced e-mail issue. MaineCat embargo information was discussed, libraries are encouraged to us this option since MaineCat does not support hold queues, nothing can be done to prevent having to do the whole request process multiple times until item is available. If items are embargoed, then request option will not be on MaineCat page for the embargoed item, avoiding frustration by readers. Carin – is there a way to know which libraries are using it? JJS: other than looking at the item record, no. Embargo aimed at keeping hot new items in the Minerva system.
 - **Finance:** Shelly budget report in the drive, all dues have been collected. Anticipated expense is delivery service, \$85K or so and possibly food for the Users' Council meeting.
 - **Cataloging Standards:** Carrie – first round table meeting this Friday, March 10th. We will be discussing the embargo. Carrie received a flurry of emails asking questions. Lynn will be at the meeting to show how to implement the embargo. Committee has been working on cleaning up our webpages, thanks to Louise. Attendance last year was okay, 2 perennial non-compliers, a few libraries with new personnel. Committee is noticing that fewer

libraries actually have catalogers, or if they do they don't work many hours. Problems in catalog are bibs of e-books, authority records, disappearing (expired) titles... More and more types of materials to catalog, need more expertise. Really excited to discuss new cataloging support system

- **Circulation Standards:** James Rathbun – no recent meetings and no update on the shared borrowing initiative, due to time away from work.
- **Communications and Marketing:** Louise shared the link to the survey of the Maine InfoNet website on the agenda and would like to discuss it together. Comments heard mention difficulty of finding needed information as well as observations that site is not visually appealing. Lynn: maybe reach out to Anastasia Weigel, prof at UMA, has worked with Guilford and Vose library on their websites. She may be helpful with design. Carin: timeframe for survey? LJ: wanted go-ahead from the board, would like to do it asap. One of the purposes of the survey might be to alert people that they CAN look up this kind of information. Steve says survey can go out now. Carin thanked the committee for all their work.
- **Financial Sustainability:** Shelly – No meeting since the meeting on dues for 2024. No pressing issues at this point, so on a bit of a hiatus perhaps until hearing from ILS exploratory committee.
- **Innovation:** Sophie – a little delayed on their time-table for sending out announcement for applications. Is this a problem if the next round gets pushed to the next fiscal year? Shelly replied that it shouldn't make a difference in the budget. SS hopes to get it done soon, but realistically it probably won't happen until late spring or summer.
- **Membership:** JJS and Steve met with Jen yesterday. Two applications, one from Friends Memorial in Brooklin and the other with Northeast Harbor library. Discussion will take place at the end of March with representatives of these libraries. Had anticipated a third library, but perhaps due to change in staffing the potential library did not apply.
- **Best Practices:** No one from committee present today.
- Old Business
 - Carin – item brought up by Josh Tiffany at last meeting regarding the high demand collection. JJS -Minerva budgets \$5K/yr. When collection first came up, the \$5K came out of the greater Minerva budget, in sub fund. First year wasn't totally spent. Accounting question: spend up to \$5K What if not all spent? Carin suggest if not spent, don't carry over amount. The high demand collection is purchased, not leased. When copies not needed, they are sold, but it isn't really worth the time. Initially hoped to buy and sell back with BullMoose, but that is not what happened. Now buy from So Ptd Kelly's books to go. Who will manage this going forward? Purchases made on demand/holds ratio. Carrie likes idea of book club kits, perhaps put together by volunteer cataloger. SS noted that once books no longer popular they really aren't used by book groups. SS did take over the selling of the books, but recommends giving them away, perhaps via MeLibs: free to first x responders. David: initially set up for sustainability reasons, giving books away are consistent with original intent. Carin will reach out to Josh to see if he will give away the books. SS Probably Minerva libraries already have copies of these books, so they may end up going to smaller non-Minerva libraries, which feels good.
- New Business
 - ILS exploratory committee. Survey to Minerva? MILS thought Sierra had more than they needed, URSUS felt it didn't have enough to offer patrons electronically. Minerva libraries were relatively happy with the system, no complaints about functionality. Sierra is by no means on its last legs. JJS recommends not moving all 60+ libraries by June 2024, what with everything else going on (others URSUS and MILS migrations) Cost for ALMA almost double what URSUS has been paying for Sierra. David: How complicated is it if there are multiple ILS? MaineInfonet has to be familiar with all systems. More complicated, but staying on Sierra for now does not add a complication since it is already familiar. Steve: one year extension with III to have enough time to explore? JJS: Two year extension might be better. Possibly Sierra is ideal for public libraries, there will be some possible add-ons through Vega. Carin: who has say on this question? Ask Minerva libraries? JJS says no, it is an executive level choice. Steve: ask for options get prices on one-year vs. two-year extension. Carin in favor of two-year. Shelley, David in favor of 1 and 2 year quotes. JJS: Can't ask until RFP for other systems finalized. Carin: will get in touch with Jen to draft a survey to find out Minerva needs.

- Cataloger training. Shelley- cataloger support position has been empty, but money has been carrying over. Shelley turns question over to cataloging committee. Carrie – feeling is that catalogers want a body here. Could help new libraries get set up, do training sessions. Deb Follansbee was employee of Capitol Area Staffing, since MaineInfonet is not an employer. She was paid about \$20/hr + staffing costs = \$290/wk x 52 Carries says cat committee could meet to create a job description. The position did take up lots of Lynn’s time to set up work, create work Lynn talked with state library that has a state cataloger. Perhaps speak with state library to set up some sort of a shared position? Carrie: who will be the boss of this person? Set out their work? Etc? Lynn : Marijke had asked for feedback on a central cataloger position for everyone. Carrie will bring this up on Friday with Cat Standards Committee. Carin happy to help reach out to connect people
- Budget proposal is in Google drive. Budget approved. Deficit won’t be as big as anticipated.
- Spring Council Meeting – Steve said in-person is nice, Topsham is good says JR. Carin will check with Susan Preece. No date yet, make sure there aren’t other meetings. Agenda. Three open positions: school, academic, special .

Next mtg is 5/10/2023. Motion to adjourn.

11:53 am meeting ended.

Mission Statement:

Minerva provides the structure, systems, and support for member libraries to enhance services to library patrons through collaboration.

Executive Board Representatives, 2022-2023:

Carin Dunay (Chair), SMCC (2022-2025)
 Jen Alvino Wood (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

Sarah Schultz-Nielsen, Lithgow Public Library (2021-24)
 Carol Lord, Curtis Memorial Library (2022-2025)
 James Rathbun, Baxter Memorial Library (2022-2025)

Special Libraries

Linda Kerecman, Northern Light Eastern Maine Medical Center (2020-23)

School Libraries

Kerrie Lattarie, York Schools

Ex-officio:

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