



Wednesday, March 13, 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 10:02AM

In attendance were Carin Dunay, Steve Norman, James Rathbun, David Smith, Jennifer Lewis, Jen Alvino Wood, Carol Lord. Ann Spinney visiting for cataloging report, with a short appearances by Joyce Garland, director of Calais Library and Kevin Davis, director of South Portland.

- Review and acceptance of the January 8, 2024 meeting minutes
- Reports
  - **Maine InfoNet Representative:** Steve – Highlight of the Infonet board meeting was the completion of the privacy and information policy. Libraries in consortium have very different wants as far as collecting info on patrons. There is certain information, however, that should not be collected such as SSN, and (maybe) driver's license numbers. MIN needs an official policy on all this due to data breaches and liability. Still adding libraries to various consortiums, making things run smoothly.
  - **Minerva Technical:** Friend Library is now live in Minerva and Northeast Harbor will go live soon.
  - **Finance:** Shelly posted report. Things look usual and normal. Wants to put forward a vote for totes and bags. Jen said they still have about 50 bags left from last purchase. State Lib asked us to purchase another 100 totes. Motion to support delivery system by purchasing 100 totes. Unanimously approved.
  - **Cataloging Standards:** Ann Spinney. Nothing formal to say, but there are some issues with libraries not attending cataloging roundtables. One library has been given a reprieve until March to catch up (solo person at library with personal stuff happening) There was an issue that developed yesterday with a library that has not attended any meetings in two years. Person cataloging (a director) is not up to speed on current standards. Usually directors get all permissions, but in this case, maybe it is not a good idea.
    - **Summary of issues** - One library given a grace period, one library is catching up on meetings and one director/cataloger has not followed help offered to them re: Minerva cataloging standards.

Jen noted that procedures are in place and printed standards exist for all Minerva members. Has the attendance piece been communicated to the director/cataloger? Ann does not think the director/cataloger is aware of the requirement. The director has since hired an assistant with little experience in cataloging. As to the issue of who gets what permissions in Sierra, it is possible to limit permissions. Ann: person is trying to catch up. Ann worked with Lynn, step-by-step to build on skills. The library getting grace Calais. Standards committee has request for Executive Board action form. Ann and Carin will collude. Thanks to Ann, who went above and beyond. Steve noted that we may run into situations like this more often and it is good that we are looking for someone to

do training. Small libraries don't hire catalogers, some aren't replacing them. Ann noted that if you can't find an item in a catalog, you might as well not have it. Ann signed off.

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- o **Circulation Standards:** James Rathbun – Have not met yet, next meeting is March 27, so will have report next time.
  - o **Communications:** David reported that the group has not met in a while. He will reach out to Sarah, the current chair. Jen: can we get the document that has the Minerva shared borrowing participants? **It is in GoogleDrive Carol: post on Minerva site on Maine Infonet**
  - o **Financial Sustainability:** Will re-group after finding out how much extended contract will be from TripleI. Right now estimates of Triple I and van delivery are in the document.
  - o **Innovation Committee:** Sophie was the chair, but now that she is going to be a non-Minerva librarian it might be odd to have her continue as chair. Carin: put out message on list serv about need for a chair. James: who else on committee? Steve: I am on it, plus staff at other libraries. He will get a list so we can reach out to members.
  - o **Library Membership:** Jen- Friend and Northeast Harbor libraries have completed their entry into Minerva. Prince in Cumberland is still preparing to enter the system (re-barcoding, etc.) No information on when they will be live. Since these 3 libraries are taking a while, committee will discuss this summer whether or not to open applications. Possibly Dyer might be interested? Observation on Friend Library's item records there are no prices on their item records, which complicates billing. (This can be remedied by Global Update or Rapid Update, via ticket to MIN)
  - o **Executive Board nominating** – Carin – we should have a full board next year.
- Old Business
    - o **ILS exploratory committee** Jen to work with James and Albie on desirable Sierra features. Try to get features from list of suggestions that were received via the survey to current ILS – see what can be done now. After implementing these (or some) changes we can investigate anew the satisfaction level with Sierra. All changes need to be done by MIN, who are currently overtaxed. She will meet with MIN April 21. Jen off board after June, but would continue on committee until ILS work done.
    - o **Cataloger trainer position** Carin – Roundtable meeting, announcement made about training scholarships – Carin posted a form for application and has 2 people who will help with the process of choosing applicants. Have received 2 applicants for the Cataloger Training position, one applicant withdrew, ad has been re-posted after speaking to interested applicant because hiring committee would like more than one applicant from which to choose. Should we go with applicant we have? Or, can we increase pay to attract more people? Jen noted that at rate we are offering we maybe can't get MLS or ideal person. Would be great to pay more, but budget concerns. Possibly do it on a contract basis? Approach things step-by-step. Jen: would have to check with James about contract details. Carin will reconvene committee and report back. Steve this is a learning experience. Carin echoes Jen that even though she, too, is leaving the board in July she will be active with the Cataloging Committee.

- o MOP – Still waiting on 3 more libraries. MHS is the last member and is still working on it. SoPo not yet, left message with city manager and SoPo director. Have not reached out again with MHS or Hobbs. Jen offered to check in with Hobbs. 3/28/24 – Note: Hobbs and So Po have been received.
- o Spring Users Council set for May 1 at Topsham Public Library and on Zoom
- o Task force meetings -Carin was at last van delivery mtg. RFP was held up at state, but has now moved forward, not sure it has been posted yet. In meantime, talking about changes to van delivery standards. Change to two open periods for changes to delivery by individual libraries? Have agreements signed once a year by all libraries. Contemplating a check in sheet, what goes in and out.
- o DataBase David – RFP held up. Looking at formal process for reviewing databases on regular basis. Guidelines for: Evaluation process, Policies and procedures, Draft versions related to documents for challenges, submitting challenges. Still waiting for the stalled RFP
- o Proposed budget Income. 62 libraries Jul 1 dues \$4600 this year. Expenses for extended added 5%, 3% increase catalog enhancements, same number for van delivery, 15K for cat. Less of a deficit for the next year. Still have healthy carry forward. Keep in mind there may someday be costs with migrating to new ILS. Jen – there is a possibility there will be no chair of innovation committee, that money could be moved to the cataloging position? Jen likes idea of innovation, but notes that \$ benefits one library only, not all libraries. High demand collection, for instance, was money spent that benefits all. Shelley-initially grants were approved for three years, last year changed that to projects year by year. Jen mentioned idea for board: a Motion to move innovation project \$5000 to catalog training position, This would leave Innovation committee \$0 and Catalog training position with \$20K for next year, in July. But, if Innovation committee has a great idea, money for that could come from the carry forward. Steve quipped that it is innovative to devote money to cataloging. All agreed with the motion and decision was unanimous to move money in the budget.

Next mtg Wed. May 8

Jenn motion to adjourn..11:28

### **Executive Board Representatives, 2023-2024:**

Carin Dunay (Chair), SMCC (2022-2024)

Jen Alvino (Vice-Chair), Windham Public Library (2021-24)

Carol Lord (Secretary), Curtis Memorial Library (2022-2025)

Shelly Davis (Treasurer), Saint Joseph's College (2023-26)

### **Academic Libraries**

David Smith, Thomas College (2022-2025)

### **Public Libraries**

Sarah Schultz-Nielsen, Lithgow Public Library, (2021-2024)

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