



Wednesday, May 8, 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, James Jackson Sanborn, David Smith, Jennifer Lewis, Julia Hoisington, Shelly Davis, Lori Fisher, Beth Crist, Louise Joliffe, Sarah Schultz Nielsen, Jen Alvino Wood, Alana Macarthur, Carol Lord.

- Review and acceptance of the March 13, 2024 meeting minutes

- Reports

- o **Maine State Library update** Lori Fisher. Proposal deadline was 5/6 for RFPs for database package. Now in evaluation period (8 biz days) ending May 15. Once award has been made, (a conditional bid award), there is a 15-day appeal period (for vendors who applied but didn't get award) after which contract can be signed (if no appeals.) Aiming to start new contract on July 1. The selection process involved a group of stakeholders, and a survey which produced guidelines for desired content. It is hoped that individual databases can be added, when desired, from the same vendor.

Van delivery – the selection process also started with a taskforce of stakeholders, who were instrumental in survey and collation of service requirements. All this was put into an RFP. RFPs were evaluated from 4/16-4/25 and a conditional bid was awarded on 4/30. Appeal period ends 5/15. If there is an appeal, this would extend date when the new service will start. In the selection process, vendors are not compared to each other, but on what kind of service they can provide. Cost was not weighted the most.

JJS feels confident in group scoring from rfp process. Beth added that there was an excellent evaluation team, a very fair process with team consensus scoring .

Beth - where are we today: link posted to lib guide with FAQs. Info on lib guide sent out on MSL delivery listserv. Taskforce sent out to stakeholder groups. This is a living document, will get updates. Beth acknowledged that it will be frustrating, but advises checking lib guide. Will get communication out as quickly as they can, continually adding info to lib guide and listserv. Van delivery listserv is main source for updates.

Lori encourages directors to subscribe to the van delivery listserv with updates on different aspects of the transition. As for timeline, it depends on the process of review by the State, since this is a large contract. Lori et al are trying everything they can to get contract in place There will probably be a service gap in inter-library loan service, as little as 2-3 weeks, or more out to late September (see FAQ) Lib guide will list subcommittee stakeholder reps. Would like to hear from libraries as to what information or questions should be answered by the evolving lib guide.

JRath – gave example of what libraries will want to know: How will Minerva handle requests during this ? What does delay look like day-to-day? How will Sierra be modified to reflect delay?

JJS – picture will become clearer after 5/15, if no appeal, delay will be short. If short (2 wks) might not be worth it to do anything, If interruption of service is longer, will take an active approach to limit requesting. Might be similar to what happened during the Covid shutdowns, might make changes in stages. For instance, holds on local materials only, no interlibrary requests. Not sure about broader than local requests but not systemwide ones. Shared borrowing is one solution. JRath: Time for Minerva to make a plug for walk in borrowing everywhere – try it out during this period.

It was noted that Minerva members have so much in common and so much not in common. One size/solution does not fit all.

JJS – advises googling Stat Courier delivery for Mobius library system (analogous to ours) and others. Stat I a dedicated delivery system, books only on vans, nothing else. Possibly re-do algorithm for who borrows what from whom – prioritize libraries that are close together. Should speed things up. Affinity groups, close to each other, # of van delivery days, other factors will be considered.

Right now the state procurement department holds the reigns on when contract will be awarded.

Currently MSL working on packages for current libraries with information on how much service will cost.

All proposals were more expensive than what we have now. New contract will be for two years, with two 2yr renewals.

Lori vowed to never do 2 RFPs at the same time again.

Julia – leading up to end of FX contract, how will that be communicated? Lori not sure at this time, but at some point there will be a final delivery from FX without a pick up.

Lori mentioned difficulty in talking about end of service with FX during this appeal period. FX has not wanted to talk about current contract, but ask instead about RFP decision – but Lori not allowed to say anything about the RFP results, so there is no conversation about transition period. But it will happen once appeal period is over. Working now to get estimated cost for new service, but not set because not sure when new service starts...

Jen thank you to all of you, to both RFP groups for doing all this.

Lori – if you have questions, please reach out. Want this to be as easy and smooth as possible but it will be bumpy due to current provider and the rfp process.

Carin – I was on van delivery taskforce. Thankful for the process and the conversations that led to the selection.

JJS – Julia – if we do have to do messaging, turning on or off requesting, will announce via all the listservs.

JR – has been hearing questions regarding delivery transition as head of Circulation Standards Committee

- **Maine InfoNet Representative:** Steve –Because of upcoming changes in van delivery procedures, we will need to revisit Minerva’s policy on items lost in transit. ALA says borrowing library is responsible, Minerva says the last touch library that scanned the book (last touch) is responsible. JJS says it might be best to align service with MaineCat. ALA guidelines were not written with the volume of activity on Minerva in mind.
- **Maine InfoNet:** JJS – Still continuing on, no updates since last week at User’s Council. Jen: is MaineInfonet still using Twitter/X for slowdown announcements? Ticketing system has a public notice section, MIN hoping that works for all instead of X. JR – Cloud Library invoices? JJS – coming soon, but with a new look due to new accounting software. Amount same as last year.
- **Minerva Technical:** Had some Minerva slowdowns, one due to Chinese web-crawling spiders. Innovative blocked them.
- **Finance:** Shelly – no update since last week, but posted info from last week in meeting folder. Re: FY 2025 Josh Tiffany asks if board would increase amount for high demand holds project from \$5K to \$7 for “jammed” items. Books owned by 2 libraries, but 15 holds... Shelley proposes a vote. David suggests holding off until we know more about van costs – might want money to alleviate higher costs.
- **Cataloging Standards:** Louise was to report, but had to leave. Carin – Carrie Hawks had one meeting with Cat committee. She is starting the position with documentation created by Ellen – reviewing and updating those. Will meet with committee soon. \$2K given out to 5 individuals who applied for cataloging scholarships – money to be used on training classes. One more request for funding is pending.
- **Innovation committee?** No one on committee stepped up to chair after Sophie’s departure. Board voted to move the money to other purposes for 2025. Proposal to use leftover funds to fund innovation committee? \$5K is still there for a project. (Proposal from Merrill foreign language books) Sarah - given that offer was there, work done, committee should look at proposal and decide. Jen - Exec board won’t meet til new fiscal year, need to make sure money approved before June 30. David -since Innovative Com doesn’t have a committee chair, should we appoint one? (Perhaps by-laws should have provision for when there is no committee chair and something needs to be done. Jen checking by-laws – gives exec bd leeway to handle committee situations. Jen makes motion to appoint Steve as innovation committee chair til June 30.
- **Circulation** JRath - Nothing new since Users’ Council. Next quarterly meeting is ub June. 32 Min libraries are in Minerva-exclusive reciprocal borrowing. Continues to plug service, there have been not problems.
- **Communications and Marketing** Sarah unable to attend Users Council, Louise spoke for her. New chair of the committee is Darren French from Brewer – trying to get committee back up and running and meeting more regularly. Asked Albie to pull out and archive outdated documents. Hope to post docs to share Have website more appealing, cleaned up, up-to-date. JJS says talk to Albie.
- **Financial Sustainability** – similar to User’s Council – Once we know van delivery costs, extended Triple I contract...then can decide how committee will respond.

Innovation – grant that was awarded, was sent back because the person who applied JJS Payable to Maine InfoNet with note that it is for Minerva. Shelly will credit into account. Carin will contact them.

Membership – Jen mtg coming up soon with an interested library. Steve, James and this library and Jen will meet. Jen will be stepping down from membership as of July 1

Exec Board Nom committee

3 open public seats (one resignation) plus 1 academic volunteer.

Thanks to David Smith for taking the Chair responsibilities. Carin says although term ending, but she'll be around. Thanks to all.

Jen – committee continues to meet, moves things along.

End of agenda. Anything else? No.

Next meeting: Wed July 10.

Adjourn 11:24 am

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

Carin Dunay (Chair), SMCC (2022-2024)  
Jen Alvino (Vice-Chair), Windham Public Library (2021-2024)  
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)  
Vacant (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