
Wednesday, May 10, 2023 10:00am – 12:00pm

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

Documents for the meeting housed on Google Drive

Carin Dunay, James Rathbun, David Smith, Linda Kerecman, Steve Norman, Lynn Uhlman, James Jackson Sanborn, Vince Garin, Ann Spinney at NMCC for Cataloging, Luke Sorensen at Walker, Sophie Smith

No Jen, Carol, Shelley no quorum so no voting

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

- The meeting minutes from the March 8th meeting were approved (moved by Steve)

- Reports
 - **Maine InfoNet Representative:** Steve reports this was all covered a week ago. Info Net board met at MSL on April 3, still working to draft INFONET collection development and privacy policies. Reached out to MASL for help there. Sponsoring MLA preconference. Discussion regarding cost of e-resources is ongoing. JJS heard back this morning from ALA advocacy office with advice but it's not going to be easy.
 - **Maine InfoNet:** JJS also nothing new from last week.
 - **Minerva Technical:** Lynn nothing new except finalizing Innovative discussions regarding MaineCat changes. They will be upgrading to Sierra architecture. End of month changes will come, along with some possible downtime.
 - **Finance:** Shelly sent budget report in the drive, nothing new since last week's report.
 - **Cataloging Standards:** Carrie not present. Ann speaking for the committee. Nothing new since last week. Mentorship program is front and center. Possibility of Minerva-specific cataloging training. Some discussion of incorrectly used fields, Lynn has been able to consult on this.
 - **Circulation Standards:** James Rathbun nothing new since last week.
 - **Communications and Marketing:** David said nothing new since last week. Sent out survey regarding usage of infonet site, will be reviewing those results soon.
 - **Financial Sustainability:** David also said nothing new here.

- **Innovation:** Sophie nothing new but Liz from Patten joined committee last week.

- **Membership:** JJS Friend, NE Harbor, Prince all coming soon and in that order starting in the fall. At some point will need EB vote to accept these additions. Steve, can we do the vote by email in order to get this moving. Will do that after this meeting, acceptance moved by Steve. Carin will send out vote.

- **Best Practices:** No one from committee present today.

- **ILS Exploratory** – nothing new there since last week. Follow up on survey results. JJS pleased with general response at Users Council regarding Sierra continuing since it's a good fit.

- Old Business
 - Cataloger training. Nothing that wasn't said last week. Carin spoke to Carrie and gathered that some sort of leadership/help in hiring cataloger trainer is needed. Board has agreed this is a good use of funds. Ann thinks this would be great. Looking for some global cleanup, some of which is being done by Ellen at Falmouth already but it's a lot for one person with a fulltime job to do. Lynn also agreed that even the folks at InfoNet aren't always able to fix these problems. No new committee meetings on the schedule but the meeting to discuss that is happening as we speak.

 - FY24 EB elections three open positions, Shelly Davis for academics and Jen Lewis for schools stepped forward. No special libraries came forward. Courtney Sparks from Freeport is interested in being on board but doesn't represent special. Linda said Janet Bolduc might be interested, she could reach out. JJS suggested should chairs of committee update, perhaps one for special and school since there are so few? This change would require a supermajority on the board to vote which we don't have today. Steve said bylaws do not confine us to certain types. Voting ballot needs to get sent by Carin, special will be left open until next meeting and we can try to fill it then. Maine Historical isn't an option because they don't really circulate or participate in Minerva. Carin will reach out to Janet.

- New Business
 - Library identification on items add as best practice first, explore other more "requirement" style options if that doesn't work

 - Minerva MOU, this is between Minerva and Maine InfoNet, just needs to be signed by Carin and Steve to continue on for another 5 years, assuming there are no complaints. This board and infonet board would need to vote on that at next meeting. We are a year overdue already, this should have been done in 2022. Will be on the agenda next time.

 - Minerva "rural" libraries and van delivery. We have one rural library and costs will increase due to that. If RFP goes to a regional system, there are concerns around rural libraries getting worse or much more expensive service than the 95 corridor. This would be discussed during that RFP process.

Motion to adjourn from James Rathbun at 11:02am.

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)
James Rathbun, Baxter Memorial Library (2022-2025)

Special Libraries

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

School Libraries

Open

Ex-officio:

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