



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

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

Documents for the meeting housed on Google Drive

Carin Dunay, Shelly Davis, David Smith, Steve Norman, James Jackson Sanborn, Jennifer Lewis, Sarah Schultz-Nielsen, Carol Lord, Erik Bobilin, director at MECA, Vince Garin, Ann Spinney, director NMCC, Sandra Abbott Stout, Unity College,

- Meeting was called to order by Carin at 10:04 with introductions of all present

- In order to vote with a quorum, two votes were held right away before some had to leave meeting early.
 - **Maine InfoNet Representative Steve:** The MOU signed in 2016 was signed by Minerva and MaineInfoNet. Before that, the MOU was with Minerva and MSL, who owned the Millennium/Sierra license with III. (This was before MaineInfoNet existed.) The 2016 agreement was for 5 years, but due to Covid the term was extended. MaineInfoNet has signed new agreement, with no changes to previous document for 5 years, 2023-2028. Motion to sign this new agreement made by Shelley. Passed unanimously.
 - Committee to create a committee to create a job description for the cataloging position to support Minerva catalogers. Motion made and passed. Committee members are Carin, Carol, Janet Clifford, others?
 - Nominations for board positions: Carin = chair David = vice chair, Shelley = treasurer, Carol = secretary. All were elected to these positions.

- Reports
 - **Maine InfoNet Representative Steve:** Met June 5th, last meeting for Marjorie Hassan and Diane Nadeau from Lisbon Library, both retiring. New officers: Steve Norman is Chair of InfoNet Board. Vice Chair is Daisy Sing, UM system, Ben Treat of Bangor is treasurer, Sarah Moore, new PPL director is secretary. Anticipated members are new Colby library director and a rep from MILS. Maine cultural groups are interested in quarterly meetings arranged by MLA to bring worlds together. Policies discussed in June on privacy – challenges and legal obstacles are popping up and we want to be ready.
 - **Maine InfoNet:** JJS says a lot of the work for Maine InfoNet is focused on expansion and migration work. Going live 7/19 are 5 libraries in the MILS system on Polaris, followed by going live in MaineCat. Working on getting CBB live in MaineCat after their transition to Alma (which is working well) They are the first consortial group using Alma connecting to MaineCat. They will not be connected to visiting patron lending until February, for Maine Reciprocal Borrowing program. Steve mentioned the work on recalls/objections of collection, particularly collection development policies and Maine InfoNet download library. What to do when an item is challenged in one library, but belongs to another? Or something in ComicsPlus? What if TPL challenges a CL item that is part of statewide collection? URSUS academic libraries RFP will go live with Alma June 2025. URSUS is Maine Law, PPL maybe, Bangor, MSL work on their migration will happen in October. All will continue using Sierra until those libraries transition to Polaris. Hopeful that PPL will join, which would be very welcome.
 - **Minerva Technical:** Problems with **firewalls during updates/migrations** to Sierra, didn't affect all. MaineCat had a migration, which had always used INNREACH, based on Millennium architecture. Two hiccups, with visiting patrons and opaque messaging. Bangor patron at Edyth Dyer, denied service with opaque message (problem was acct expired at Bangor) so a clear message stating that fact would have been better. MaineCat working well now on new Sierra architecture. Notices – work ongoing on DNS, etc. settings to reduce bounced messages. Some e-mail providers, however, reject messages/notices without informing receiver or sender. Getting new software Alexstarter that should help resolve notice messages. Carin notices changes in Sierra with printing notices (prompts are different

and not getting to all e-mails and wondered if others have had issues. (Shelley wrote that Husson had similar issue, solved)

- **Finance:** Shelly uploaded budget report for the FY 22/23 year. Moving into new FY with a healthy carry forward. James worked to send out bills early for those who needed them before the end of their fiscal year.
 - **Cataloging Standards:** Committee is re-grouping after Carrie left. New Cataloging Standards chair is Louise Joliffe. There are issues with download library records into Minerva, with libraries are adding individual files to Minerva, where records don't adhere to standards. In particular author names not in standard format. Eric asked about adding Kanopy records and if this would affect things. Ann said yes it would, with all the added entries that video records have. Not everyone has a discovery layer for digital materials in Sierra, but instead have patrons use product interface directly.
 - **Circulation Standards:** James Rathbun not here. No report.
 - **Communications and Marketing:** Sarah said committee has not met since sending out the survey in April and thus have not yet tallied results.
 - **Financial Sustainability:** Shelly – No new news on this front. Decisions were made last year on new rates for coming years and keeping fiscally healthy for whatever the future holds. (Possible new ILS some day?) David asked about possible issues with the new budget from Augusta. Ann asked about the cataloging position. Shelley mentioned the \$15K carryover that was not used for Ann Follansbee. James noted that the amount is enough to cover hiring costs and pay for new position.
 - **Innovation:** Sophie had to leave early. No report.
 - **Membership:** No one here from that committee, but Steve mentioned new members are Friend Memorial Library in Brooklin, followed by Northeast Harbor Library, then spring 2024 Prince Memorial Library in Cumberland
 - **Best Practices:** Sarah incorporated work by Carrie Hawks. Document still has Millenium language and needs some updating. Draft sent to Alicia Revitt for input.
- New Business
 - Susan Preece stated that she would like Exec Board to think about possibility of requiring Minerva libraries to participate in reciprocal borrowing. She has been a strong proponent and was in pilot project. She hasn't signed up yet for the program because her staff tells her it is too complicated to look up other participating libraries in the program. Other directors in area are concerned about being hard hit. Susan feels strongly that it just needs to be done, but since she is retiring in July 2024 she isn't comfortable doing it. Minerva is the most forward-thinking system in Maine and we can lead.

Ann added that she doesn't agree with requiring reciprocal borrowing. Academic and Medical libraries are very different from public. Sarah told an anecdote relating to Lithgow's experience with such an agreement with Gardiner. Augusta peeps stayed in Augusta, borrowed from Lithgow, Gardiner peeps came to Augusta and heavily used Lithgow. Someone else noted that libraries who offer purchased memberships would be sorry to lose income, as would city managers. Reciprocal borrowing does offer instant gratification. How would it impact on van delivery? Questions remain to be pondered.
 - Susan Preece – issue with publishers. Is there any appetite for bringing the issue to the legislature in Maine? JJS: Ebook costs are on the Board agenda for Maine InfoNet) Bills have been passed in other states to work on issue, but the same bills were struck down on appeal.
 - Eric – MECA has a collection curated for art students, with very expensive books, paid for not out of tax dollars but through tuition fees. A damaged book will be billed, but since book cannot be replaced it is often kept despite damage, a procedure that is different from most public libraries' policies on damaged books. David suggested having a policy in place to that effect. This was brought up due to a recent library that opened a dispute over the fact that

patron did not get to keep damaged book for which they paid. Susan Preece said there is nothing that says that paying fee entitles you to keep the book. Ann agreed. Someone provided the ALA policy in colloquial terms:

ALA policy: supplying library is the boss. Carin: should she reach out to the disgruntled library? David: Determination has been made, fee settled. Done. There should be no more discussion. JJS: looked at policies and informed us that after any Minerva decision, an appeal can be made to Maine Infonet Carin: will reach out to Library Director to find out what has to be done to resolve this. Any other discussion? General or otherwise. Next meeting Sept. 13.

- Motion to adjourn.

12:06 pm 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 (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

Vacant

School Libraries

Jennifer Lewis, Augusta Schools (2023-2026)

Ex-officio:

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