



Wednesday, Sept. 13, 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, Courtney Sparks, Jen Alvino-Wood, Lynn Uhlman, Sophie Smith, James Rathbun

- Meeting was called to order by Carin at 10:02 with introductions of all present. Minutes of last meeting approved.
- Reports
 - **Maine InfoNet Representative Steve:** Board met at MSL on 8/7. Kevin Wilson, new director of Colby College Library was welcomed as newest member. He and new PPL director Sarah Moore are getting oriented to the board. Coming soon is replacement for Janet Nadeau, retired from MILS and replacement for Janet Sortor, the community colleges representative. A draft of a collection development/intellectual freedom policy for Infonet was presented at the August meeting. Approval of the policy is anticipated for the October meeting. Policy will prepare the way for dealing with any book challenges in future. Van delivery talks are underway as are database talks. Infonet staff has their hands full with new libraries, migrations to new ILS, etc.
 - **Maine InfoNet:** JJS concurred that there is a lot of work for Maine InfoNet, which has been busy with MILS migrations and working on improved workflows for bringing new libraries in. Nelson is working with the Friend Memorial collection in preparation of bringing them into Minerva. Current work is on getting Alma libraries (BCC) connected to MaineCat. Working on contract and planning to move some (UM system) URSUS libraries to Alma next. Also working out contract deets for remaining URSUS members and PPL, who are moving to a Polaris system. Bulk of migration will happen after Alma libraries are all set. JJS and Tim Pellett involved in database task force, JJS also on van delivery committee
 - **Minerva Technical:** Lynn shared the report numbers for Minerva support requests, some broken holds between URSUS and Minerva. Q2 had 260 Minerva support requests, to date Q3 has 159. No slowdowns reported, any slowdowns that might have been experienced were localized. Q2, Q3 numbers from CloudLibrary for participating libraries are also in the report. 2 libraries use the collection agency feature, there is a hot fix for that. Loading new libraries into MILS, URSUS work this fall. If slow to respond to support requests, please have patience.
 - **Finance:** Shelly uploaded budget report for the snapshot of 8/31. III and catalog enhancement bills have been paid (2 of the biggest bills) with van delivery bills coming later.
 - **Cataloging Standards:** Lynn – pulling together recs for job, working on training, just did authorities training. No chair now, but seem to be working it out together. The group is in need of new members. Carin commented on how impressed she was with training at last meeting
 - **Circulation Standards:** James Rathbun says group has not met. There are plans for meetings on 9/6 and 12/6.
 - **Communications and Marketing:** Sarah working on getting a meeting scheduled.
 - **Financial Sustainability:** Shelly – No new news on this front, committee on a bit of a hiatus.

- **Innovation:** No report.
- **Membership:** Jen, no report. 3 new libraries Friend Memorial in Brooklin, Northeast Harbor, Prince Memorial in Cumberland. Libraries to be added in that order.
- **Best Practices:** Sarah would like a second set of eyes (Sarah Hamlin, Carrie looked) would like another set of eyes to look at this.
- **ILS exploratory committee:** Feeling is that if we don't have to move from Sierra we don't want to. Want to follow up with a survey. Jen will get the committee together again.
- Cataloging position mtg. Carin shared presentation she made at cataloging meeting from Cat committee meeting on August 15th. Lots of great ideas were discussed. Slides don't deal with who hires and supervises this position, since that aspect of job is more of an Exec Bd issue. Carin collated the ideas, which were presented to the cataloging committee. Jen - is this a new position? No, formerly held by Deb Follansbee, who was under the auspices of MIN, but now we need a fiscal agent and supervisory entity to act as employer. JJS added that staffing agency, which was used in past was 45% of overhead of cost, plus Lynn did a lot of work to prepare work for Deb. Issue that is tricky is the management piece. Ideal solution would be someone who is under employed by their employer. A person who works at a library 20 hours/week could get 10 more hours and their library would act as fiscal agent. Need to word job description so that it is not too narrow. Steve - payment could be a stipend, hiring by exec board, Lynn could share her experience, but knows that Minerva is a changing environment. Lynn could advise, but with all the work going on at MIN she can't give this position the attention it needs/deserves. Lynn shared that Deb was great with cataloging, but needed help with SYS admin stuff, Sierra lists. JJS - When Deb retired and we first decided not to continue position as it was this committee considered using money for training instead of a position. ALA six-week course link? send some people who then share what they learned? JJS pointed out number of libraries and cost of ALA works out... Jen - Would be good to hear from Cat committee as to why they want a person. Carin said that things got worse after Bonnie Collins position was cut (She was MSL, held trainings at state lib) Courtney shared that she took Bonnie's class and it was valuable. Jen remembers Bonnie as well, but ALA would be more feasible. Carin likes idea of short-term training and making it into a cohort and exploring the long term.
- New Business
 - Date and location of Fall User Council, ideally choose Spring meeting date as well. Jen concurred that setting both dates would be ideal. Shelley getting it on the statewide calendar helps ensure that library directors can come. Carin: Should we change the location? Courtney, Steve think it is a good location.

Motion to adjourn at 11:04.

Next meeting Nov.8,

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 (2021-2024)
James Rathbun, Baxter Memorial Library (2022-2025)
Courtney Sparks, Freeport Community Library (2023-2026)

Special Libraries

Open

School Libraries

Jennifer Lewis, Augusta School System (2023-2026)

Ex-officio:

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