



Wednesday, November 8, 2023, 10:00am - 12:00pm

Zoom: <https://zoom.us/j/99242156481>

Documents for the meeting housed on [Google Drive](#).

- Call to order – meeting began at 10:08AM
- Introductions - Introduction in chat
In attendance were Carin Dunay, Jen Alvino Wood, Shelley Davis, Steve Norman, James Jackson Sanborn, Lynn Uhlman, Alisia Revitt, Courtney Sparks, James Rathbun, David Smith, Jennifer Lewis, Sophie Smith, Vince Garin, Judy Moreno, Carol Lord
- Review and acceptance of the September 13, 2023 meeting minutes
- Reports
 - **Maine InfoNet Representative:** Steve reports that his report below is the same as was reported at the Minerva Users Council meeting, with one addition: that Minerva's ILS Exploratory Committee met on November 6 and is preparing a survey to send out to Minerva members about their satisfaction with Sierra as our ILS. To summarize last week's report, the MIN Board met on 10/3 in Orono, where there in depth details of MIN work were shared. It was noted that InfoNet staff have been busy adding and migrating libraries as part of the MaineCat improvement project. Future plans include dealing with any anticipated and unanticipated challenges of getting the different systems to work smoothly together. The draft of a collection development/intellectual freedom policy for Infonet was presented at the August meeting. Approval of this policy is now anticipated for the December meeting. Infonet is participating in the MSL Database and Van Delivery Task Forces. Infonet has identified that supporting catalogers in their work for MaineCat libraries is a crucial need. Advocation for a fair pricing model for E-books and E-audiobooks for libraries is on the Infonet Board's radar.
 - **Minerva Technical:** Lynn reports that Friend Memorial is now live in Minerva, MaineCat requesting coming soon, within 2 weeks. Minerva Sierra 6.0 updates will happen on 11/17 at 12-3am Allow time next day for jar files to load. Report on support tickets for last three quarters: 76 Minerva-labeled tickets [Quarter 4 - in progress], 190 Minerva-labeled tickets [Quarter 3 - 2023], 260 Minerva-labeled tickets [Quarter 2 - 2023] Lynn's report in meeting folder includes borrowing information from Cloud Library. EAudiobook circulation numbers are now overtaking ebook circs. (Note: not all Minerva Libraries use Cloud Library) URSUS work on new ILS proceeding,
 - **Finance:** Shelly moved folder from users council to this meeting file. Totes and bags, reached out to Marjika – there could be a new influx, will get price quote for 100 bags. Jen will order again
 - **Cataloging Standards:** Carin will be attending a meeting of the committee this afternoon. Courtney asked about putting out a vote on the motion made at the Minerva Users' Council meeting regarding removing bib records for Cloud Library material from Sierra and the OPAC. The motion passed last week but there was not a quorum attending the meeting. Carin said she will send out the question to membership next week for voting.
 - **Circulation Standards:** James Rathbun – Nothing new to report. He did send out a link to the recording of the last Circ standards meeting.
 - **Communications:** David reported that the group had not met recently.
 - **Financial Sustainability:** Shelly – no updates

- o **Innovation:** Sophie Smith – no updates
- o **Membership:** Jen said that she is continuing to work with Prince Memorial in preparation to them joining Minerva, having an ongoing dialog with the assistant director. Friendship Memorial is now in Minerva, Northeast Harbor is next.
- Old Business
 - o M.O.P.s – there are 10 libraries that have still not sent in signed M.O.P.s Carin will call these libraries next week to finish up this process.
 - o There are open seats for the Minerva Executive board (Board should consist of 4 public, 3 academic, 1 school, and 1 special librarians.) Currently need a special librarian as well as replacements for expired terms: 2 public, 1 academic .
 - o ILS exploratory committee – The committee met Monday. Generally it was felt that Minerva is just right for Sierra and the plan is to extend the current contract, which expires in July 2024, for two years to July 2026. A survey sent pre-Covid showed that Minerva libraries were generally satisfied with Sierra. Group decided to send out another survey, with an eye towards planning for 2026. Survey will be sent out this Friday. Meeting to discuss results will be held on December 7th.
 - o Cataloging trainer: Carin reports that a job description was created. She has spoken to cataloging committee and User’s council and will talk to the cataloging standards committee this afternoon. Right now there are two directions to explore: 1. Offer official training via an ALA course, paying to send some catalogers to course, who will then share information. 2.Offer training at round table meetings, by cataloging trainer who would fit aforementioned job description. Jen- Is this the position that was held by Deborah Follansbee and what about Ellen’s position? JJS- Ellen’s position is separate, part of Maine InfoNet. He noted that the State Library and Lori in particular recognize the need for good cataloging in the system. There is a MSL position for cataloging that may soon be vacant, perhaps combining MSL position with Ellen’s vacant job would set stage to implement statewide cataloging. Albie and Lynn are working with Ellen to keep hold of all her knowledge. As for trainer position, Deb Follansbee was supervised by Lynn, who is no longer available for this work. MIN can oversee payroll for position, but not management of the work. Jen put forward a motion to allow the cataloging stands committee to createa tuition reimbursement system and a hiring committee for the position. The motion passed.
 - o Carin asked for thoughts on improving Uses’ Council meetings. Jen asked that a recording of the meeting be shared for review. No other comments made.
- Motion to adjourn. Approved.
- Meeting ended at 10:31 am

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 (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