Wednesday, November 20, 2024, 10:00am - 12:00pm
Zoom: https://thomas-edu.zoom.us/j/84107934951

Documents for the meeting housed on Google Drive.

- Call to order – meeting began at 10:01 Brief introductions of board members.

  In attendance were Steve Norman, James Rathbun, David Smith, Jennifer Lewis, Shelley Davis, Alana MacArthur, Jenna Mayotte, Judi Moreno, Lynn Uhlman, James Jackson Sanborn, Carol Lord, Jen Alvino-Wood, and Cataloging Standards committee members Janet Clifford, Carrie Hawks, Lindsey Ryer, Ann Spinney.

- Reports

  o **Maine InfoNet Representative** – Steve – At its meeting on November 7, the Maine InfoNet Board revised MaineCat's ILL policy to bring it more into conformity with ALA's policy for unreturned ILL material. The borrowing library is responsible for replacement costs of lost items, either via patron or delivery service. MaineCat's previous policy was that the last library to touch an item was responsible for any replacement costs. ALA's policy for lost or otherwise unreturned ILL items is that responsibility for replacement costs always lies with the borrowing library.

    Although the policy for ILL items borrowed through MaineCat has been changed, *Minerva can still set its own intra-Minerva ILL policy*.

    In other words, if an ILL item borrowed by a Minerva library from a non-Minerva library does not get returned to the owning library, then the Minerva borrowing library is responsible for the replacement cost, no matter who last touched the item. Or if an ILL item borrowed by a non-Minerva library from a Minerva library does not get returned to the owning library, then the non-Minerva library is responsible for the replacement cost, no matter who last touched the item.

    But Minerva can still choose to keep its "last touch" policy in place for ILLs between Minerva libraries. For example, the way things have been, if an ILL item goes missing somewhere in the delivery system, the last library to have touched the item is responsible for the replacement cost. I suspect that Minerva will want to keep this current intra-Minerva ILL "last touch" policy as it has been. It should be noted that the ALA policy probably did not have the volume of ILLs such as Minerva has in mind when they created their policy.

    On another topic, there has been much discussion (though no concrete plans) by the Infonet Board about how to better meet the ebook needs of Maine's ebook-reading public.

- **Minerva Technical Report** - Lynn – not much changed since Min Users Council meeting. Looking towards update to Sierra 6.2. Changes coming to Sierra can be viewed on III site, for those interested. MIN staff are meeting with Innovative to to determine how to implement LXStarter for the system. This

will hopefully address some of the email notice delivery problems. LXStarter is currently in beta with another consortium to work out any major bugs. The University of Maine System Libraries (UMSL) and the University of New England (UNE) have resumed borrowing and lending in MaineCat. However, walk-in (reciprocal borrowing) is not active for Alma libraries due to ongoing technical issues that need to be resolved by ex Libris and Innovative INN-Reach staff.

Reminder: Now that there are multiple ILS' connecting to MaineCat, it is important to refer to the [MaineCat (INN-Reach) troubleshooting solutions](#) on the Support Center to navigate any potential issues.

Ongoing -- The Dirigo migration for the Bangor Public Library (BPL), Law and Legislative Library, Maine State Library (MSL), and Portland Public Library (PPL) to the Polaris system is underway, with an estimated go-live date in late winter or early spring. INN-Reach requesting will be suspended around that time, following a process similar to the UMSL migration.

- ○ **Maine InfoNet**: JJS- Steve and Lynn have covered what is happening. Would like to bring up Marcive. Earlier this Fall the company announced cessation of services at end of year. They catalog government dosc for MILS, label services for someone else, for Minerva they provide authority record changes, with quarterly updates. The only service that provides comparable service is Back Stage Library Works (MILS uses them and so does URSUS) Quote from BSLW includes a background authority update, which would need to be completed first. Offering backfile processing discount ($5K as opposed to usual $20K) but ongoing services themselves are more expensive than Marcive. JJS doesn't know of other services, but happy to get quotes if anyone knows of another company. To get $5K price, we would need to sign up by December. David will distribute price quote. Vote today, or wait? David feels we should do it. Price increase boils down to roughly an extra $3K/year for this service. Vote will take place by e-mail.

- ○ **Finance Report** – Shelley – Financial documents are up for FY through Oct. All libraries have paid dues. Bags have been ordered and Jen is on it. This expense line was already accounted for in the budget. More on money later during Financial Sustainability Report.

- ● **Committee Reports**

- ○ **Cataloging Standards** – Ann. Cataloging listserv is very busy, with questions about how to catalog things. Carrie, Lindsey and Janet do the lions share of dealing with these questions and fixing things. Lindsey: the original Minerva Cataloging Permissions proposed policy had more cat info than needed and now it focuses more on permissions, with catalog tech details available via linked documents. This will make policy more flexible for changes and makes policy itself more understandable. Janet – to interpret policy look at spreadsheet for permissions. Path to advancement document details what needs to occur to increase one's cataloging level, etc. Every single training is available via MaineCat/Minerva documents on MIN page. Only costs to libraries is catalogers time, no payment for courses. Anyone can move between levels using existing documentation. Janet did an experiment with 20 records that were not up to snuff. Eight of the records had errors that affect critical access points. Who fixes such records? Rda standards not being done by all, despite being required to do so. Ann emphasized that everything connected to a library and their services depends on the quality of the catalog, problems trickle out from catalog into other aspects of library.

  David wondered about how catalogers would prove their level should be increased, say, to have Z39.50 accees. Lyndsey said via zoom call with a catalog expert, who will ask for a demonstration. Ann noted that suppressed bibs not subject to RDA, Minerva cataloging requirements.

Motion to vote on proposal, which passed. A question about the project's timetable. Next Dec 13 roundtable discussion? Lynn says currently there is a hiatus with Dirigo, so she has time to work on implementing this project. Work will go in phases, roll it out. 4 or 5 plus Carrie carry the weight of 175 catalogers. It was noted that directors will not lose logins.

o **Circulation Standards** – JR - Nothing to report, not met since last Exec Board meeting. There is a minor amend to vote on regarding deleting patron records if inactive after 3 years as opposed to the current 5 years to be in accordance with annual state report. Passed. Work around for those not wanting to delete records: change the date on patron record.

o **Marketing**. No meeting.

o **Financial Sustainability -**Shelly – Delivery charge increases the strain on the budget. Migrations to a new ILS could cost $75K to 150K so the goal is to retain a suitable reserve for that or some other unanticipated issue. Shelley illustrated various impacts on budget involved in either increasing dues in 2026 or discontinuing free delivery day for libraries. Jen- who is on committee, noted that reserves not just about transition to ILS, they are also for other unexpected expenses such as the increased delivery costs. MOP currently stipulates that one delivery day is paid by Minerva funds, so that would need to change and be voted on – we'd need a new MOP. Jenna-simpler to raise dues than new MOP for fy 26. What would dues need to be not to have a deficit. Shelley: $5700. James, MOP is what it is, can't take it back, says raising dues is better. Jenna, all prices going up so shouldn't be a surprise to libraries, James added that $800 increase isn't much for an institution. Jen – related the unpleasant push back that came from dues being increased last year. (a few libraries left Minerva) If we increase dues, it is very important to get information out now. Jenna – increase of $800 in dues is cheaper than paying a day for delivery $2200. Jen points out that cost of delivery will be going up. David – keep in mind expense increase due to loss of Marcive… Motion to raise dues to $5700 passed.

o **Membership** – Need new members and a new chair – Need to consider current terms of Exec. Bd. Members before adding peeps to committee

o **Executive Board Nominating Committee**? – Carol will send out a general e-mail to Minerva libraries about upcoming (July) openings on the Exec Board. Just an FYI before a bigger push in Spring.

o **ILS Exploratory Committee** – Jen – Full committee hasn't met, but Jen met with JJS and Albie yesterday. MyLists feature has been turned on in Sierra. Jen will announce new feature to listservs. Next step is to explore having a Vega demo with Exec Board and others. Financial feasibility of ILS changes will be a big hurdle given what was previously discussed.

Next meeting January, 2025

Adjourned 11:32 am

Executive Board Representatives, 2023-2024:
David Smith (Chair), Thomas College (2022-2025)
Chip Schrader (Vice-Chair), Scarborough Public Library (2024-2027)
Carol Lord (Secretary), Curtis Memorial Library (2022-2025)
Shelly Davis (Treasurer), Saint Joseph's College (2023-26)

Academic Libraries
Judith Moreno, CMCC (2024-2027)

Public Libraries
James Rathbun, Baxter Memorial Library (2023-2026)
Alana MacArthur, Lithgow Public Library (2024-2027)
Jenna Mayotte, Falmouth Public Library (2024-2027)

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