



Executive Board Meeting Agenda

Wednesday, January 9, 2013 | 10:00am – 12:00pm
Maine State Library Studio

Call to Order

Review and acceptance of minutes of 11/14/12 meeting (See attached.)

Welcome new member – Nancy Crowell

Old Business

- Library Anywhere implementation– James
- Memorandum of Participation
 - Progress on receiving signed copies - Cindy
 - Posting on the website

New Business

- Upgrading the look and feel of the OPAC (esp. to address the issue of accurately displaying hold information)
- Meeting minutes posted on the website: Include reports?
- Budget and dues for FY14
- Election: Terms expiring in 2013 – Steve, Betsy, Lisa
Timing, from the Bylaws: *“Nominations for Board members shall be solicited from among the designated official representatives of member libraries no later than January 30, with ballots to be distributed by March 30. Final results shall be tabulated and announced to the Users Council by April 30.”*
- BookLetters/BookSizzle (See attached email messages.)
- Purchasing delivery bags (esp. medium and large sizes)

Reports

- Maine InfoNet - James
- Maine InfoNet Representative – Judy
- Minerva Technical – Alisia
- Finance – Gail

Committee Reports

- Circulation Standards – Cyndi
- Cataloging Standards – Katherine

Other

Adjournment

Executive Board Representatives

Public Libraries:	Betsy Pohl (Vice-chair), Lithgow Public Library, Augusta Nikki Maounis, Camden Public Library, Camden Kevin Davis, South Portland Public Library, South Portland Steve Norman, Belfast Public Library, Belfast
Academic Libraries:	Shelly Davis (Chair), Wellehan Library, St. Joseph's College, Standish Gail Roy (Treasurer), Northern Maine Community College, Presque Isle Lisa Auriemma, Thomas College, Waterville
Special Libraries:	Cindy White (Secretary), Eastern Maine Medical Center, Bangor
School Libraries:	Nancy Crowell, Scarborough Public Library, Scarborough
Ex-officio:	Judy Frost (Maine InfoNet Board Representative), Central Maine Community College, Auburn James Jackson Sanborn (Maine InfoNet Executive Director)

MINERVA Executive Board Meeting
Maine State Library Studio

November 14, 2012

In attendance: Cyndi Burne, Kevin Davis, Shelly Davis, Pam Gormley, Steve Norman, Martha Ott, Betsy Pohl, Alisia Revitt, Gail Roy (by telephone), James Jackson Sanborn, Cindy White

o Call to Order – Shelly Davis, chair, called the meeting to order at 10:02 am.

o Acceptance of Minutes of the September 12, 2012 Meeting – Steve Norman made a motion to approve the minutes as written, Pam Gormley seconded and the minutes were approved.

o Old Business

- **Library Anywhere** – James Jackson Sanborn reported that he recently had sent the board an email which outlined the vendor's most current price quote. To summarize, this quote was \$7800 for an implementation fee and \$2500-2800 for an annual fee for the first year. In an earlier discussion, the board had considered paying the implementation fee for the Minerva group for the first year and building the annual fee into the yearly Minerva membership fee. Betsy Pohl made a motion to approve Minerva paying the implementation fee from the contingency fund for this year with the annual fee coming from the members. The motion was seconded by Cindy White and approved.
- **Inter-Minerva Collection Policy** – Cyndi Burne had sent a draft of the Inter-Minerva Collection Policy which she presented with one change: *"if the item is not returned within 45 days of the due date..."* Steve made a motion to accept the Inter-Minerva Collection Policy with this wording change, Betsy seconded the motion and the policy was accepted. Cyndi will be responsible for making sure it is posted to the best practices manual. The board thanked Cyndi and the Circulation Standards Committee for their work on this policy. Cyndi asked if the board would like the committee to work on a policy pertaining to DVDs (bib vs item holds, loan periods, checkout limits, etc.). The board was in favor of this.
- **Memorandum of Participation: Next Steps** – Steve explained that the Memorandum of Participation (MOP) next needs to go to member libraries for signature. The board discussed details such as how to distribute, collect and store the document. It was decided that Shelly will send out an email by Nov. 16 with a link to the MOP as a pdf on the Minerva website. "Authorized persons" will be given 2 months to sign and return the document. It may be returned in person at the Users Council meeting on Nov. 28 or mailed to Cindy White, Minerva secretary. We hope to store the completed forms at the Maine State Library; James will contact Linda Lord about storage space for them.

o New Business

- **School libraries representative** – Shelly explained that we needed to elect a new representative for school libraries. She contacted all the possible candidates and they all declined. Pam also respectfully declined another term. Steve made a motion that the board appoint someone to fill this vacancy, Pam seconded and the board unanimously approved. Betsy offered to help Shelly identify some people to contact about the vacancy.
- **Agenda for Users' Council Meeting** – Shelly asked for items for the agenda. The following were suggested: MOP, committee reports, borrowing/lending ratios (from Alisia Revitt's report), preliminary budget.
- **Kaplan University: One library, multiple locations** – Martha Ott explained Kaplan University's situation with a new site in Augusta. There is a library collection but no librarian. We discussed whether it should be considered a new agency or be subsumed under another one. James explained that using another agency would not compromise Minerva expansion plans or current users in any way. Steve

made a motion to accommodate Kaplan's Augusta site as a new agency; Cindy seconded the motion and the board passed it.

- Goals – Shelly asked for input on goals for the year. She noted that finishing up work on the MOP would be one goal. She wondered if Maine InfoNet (and, by extension, Minerva) would be looking at a migration to a new vendor or not. James explained that there is a group called the “Exploratory Needs” group which has been investigating options for the future of the Maine InfoNet system. OCLC and Evergreen are not ready and/or suitable at this point. At this time, it looks like III is the only workable option. James hopes to be able to meet with some different people from III at ALA mid-winter and see where that leads. Other goals for the Minerva board are implementation of Library Anywhere, filling the vacant board position, and looking at criteria for adding another library to Minerva.

o Reports

- Maine InfoNet/Minerva Technical (James Jackson Sanborn and Alisia Revitt) – James noted that he had reported already on the Exploratory Needs Group. The upgrade to WebPac Pro is in process as is “lax scoping.” Alisia reported that they are bringing 7 new libraries into Solar. Ellsworth and Lubec are done; next are Northeast Harbor and Freeport; then Farmington, Wilton and Kennebunk. All are on the delivery service.
- Maine InfoNet Representative (Judy Frost) – Judy sent regrets that she could not attend. She did not have a report.
- Finance (Nikki Maounis) – Nikki sent a report by email. Gail Roy will be the new Treasurer starting Nov. 16. Nikki has volunteered to be a resource at the Users Council meeting as Gail will not be able to attend. Two libraries (Thomas College and Unity College) had not paid this year's dues and Gail will double-check with Nikki concerning their status.
- Circulation Standards Committee (Cyndi Burne) – see under “Old Business”
- Cataloging Standards Committee (Katherine Morgan) – report sent by email.
- Membership Committee – no report.
- Statistics Committee – no report.

o Other

- Bangor Theological Seminary has notified Minerva that both locations will be closing at the end of the fiscal year. The Seminary is closing.
- Board meetings for 2013 will be held in Jan., Mar., May and July on the second Wed. of the month.
- Steve asked about the ad hoc committee to look at issues with high-demand titles. It was felt this should be tabled until the MOP is finished and signed by all members.
- Kevin noted an issue with some libraries charging for audiovisual materials. The board recognizes that this exists and may need to be revisited.

o Adjournment – Pam made a motion to adjourn, Betsy seconded and the meeting adjourned at 11:50 am.

Respectfully submitted,
Cindy White

----- Forwarded message -----

From: Patty Morey <patty@bookletters.com>
Date: Fri, Nov 2, 2012 at 8:52 AM
Subject: RE: BookLetters introduces BookSizzle for Minerva members
To: James Jackson Sanborn <james.jacksonsanborn@maine.edu>

James,

Thank you for your reply and forwarding of the information to the correct contact.

Belfast Free Library actually uses our full BookLetters product, so Steve is probably familiar. BookSizzle is an alternative product that offers a more automated approach for smaller libraries that share a common catalog.

Here are a couple of links on the Falmouth site it you care to pass them along also.

Our BookSizzle page for Falmouth:

<http://library.booksite.com/7535/nl/?list=CNL1&group=EB4>

Their customizable Just Added page that feeds a widget on their home page:

<http://library.booksite.com/7535/nl/?list=CNL1&group=EB2>

Thank you again--have a great weekend!

Patty Morey
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-----Original Message-----

From: James Jackson Sanborn [<mailto:james.jacksonsanborn@maine.edu>]
Sent: Friday, November 02, 2012 8:38 AM
To: Patty Morey
Subject: Re: BookLetters introduces BookSizzle for Minerva members

Hi Patty-

Sorry that we keep missing each other.

I've forwarded this email on to the chair of the Minerva Executive Board. Minerva is the consortium of (mostly) public libraries that we support through management of the shared ILS. This group makes their own decisions in terms of added services for their members, so they would be the ones to review the service.

Steve, the director from Belfast Public Library serves on that board, so he can also provide some background, along with this document.

Thanks!

-James

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On Wed, Oct 24, 2012 at 10:43 AM, Patty Morey <patty@bookletters.com> wrote:

James,

I'm sorry I keep missing you. You may be familiar with BookLetters, we work with Lewiston, Scarborough and Belfast libraries. We recently launched a new product for smaller libraries called BookSizzle. It is now available for libraries that share the Minerva catalog, and Falmouth Public Library has purchased it for their library. Laura Bean from Falmouth, and Robert Walden from York both suggested I be in contact with the system in case there may be interest in a system wide purchase.

BookSizzle was created as an affordable alternative for libraries that have little staff time to spare, yet want to provide dynamic content on their websites and reach out to their community with library news. It consists of three components that each library integrates into their websites:

BookSizzle readers advisory updates: Automatically updated booklists which include:

1. JustIn titles: each month we run a program to pull new and popular titles that have been added to the Minerva catalog. These titles are put into 13 genre categories.
2. Award and Bestseller lists: automatically updated
3. Books on the Air: a weekly update of books in the media, discussed on morning talk shows and NPR.

Content includes book graphics, annotations, What's Next series content, BookPage and Library Journal reviews, and automated links to the catalog. Catalog links show results for full system so patrons can request titles that may not be owned by their library but are available through the Minerva system.

Library News: Each library has access to a customizable page which can be used for a library newsletter to promote events, programs, special announcements, etc. A subscribe box for their website allows patrons to opt in, or we can upload email addresses they may already have. We also offer an auto unsubscribe at the bottom of each newsletter.

Staff recommendations: Each library has access to a customizable page for staff book recommendations. A simple list of ISBNs creates the page for them. This page will feed a book widget which they can add to their website. The widget will automatically update when they add new titles to the list.

All pages are automatically mobile friendly. Included are headers for web, email and mobile that will reflect the library's site and functionality. We've already created all the code they'll need to add it to their sites, so a simple cut and paste process has it up and running. You can see the widget on the Falmouth Public Library website (they're using it for Just Added), and here is a link for the BookSizzle splash page we created for them. You can also visit www.booksizzle.com to read more and see additional sample sites.

Initially, I am looking for some feedback from you to ascertain if BookSizzle would be a product that the system itself would be interested in purchasing for the member libraries. We can offer a discounted price at the system level.

Thank you in advance for your feedback. Please feel free to contact me if you have any questions or need additional information.

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