

Maine InfoNet Board Meeting

Maine State Library Studio, Augusta, Maine

January 18, 2017

Members Present: Joyce Rumery (chair), James Jackson Sanborn, Helen Fogler, Barbara McDade, James Ritter, Pauline Angione, Clem Guthro, Richard Thompson, Douglas Macbeth and Judith Frost.

The chair called the meeting to order at 1:30 PM.

I. **Minutes from October board meeting**

- Minutes for October 24 were distributed electronically. Members voted to accept the minutes as written.

II. **Minerva MOU discussion and vote**

The MOU language went to Minerva executive committee where the panel came up with changes to wording to bullet three to require consultation with Minerva board with regard to decisions that concern Minerva services. The amended language went to the full Minerva committee and was approved. Since the Minerva adopted a slightly different version of the MOU, the InfoNet Board needs to vote again on the proposal to adopt the revised language.

Motion was moved and seconded to sign off on the MOU as revised by the Minerva board. Commission members voted unanimously to support the motion.

III. **CBB MOU**

The document is in the very early stages of development and will be discussed at a future meeting.

IV. **URSUS MOU**

Given the fact that another document already outlines the roles and responsibilities of the University of Maine and the Maine State Library with regard to staffing, the new MOU should probably reference that language in some regard.

Clem Guthero suggested that the language make clear that the MOU is between InfoNet and URSUS to reflect that the agreement will continue to be in place even if the composition of users changes due to institutions joining or leaving the consortium.

V. **Rollout of new e-book platform**

James Jackson Sanborn updated the commission about efforts to inform the library community about changes in the service. Messaging went out to MELIBS and a FAQ page was established on the InfoNet website. MSL staff recorded an informational session from the company at the Maine Library Association annual conference in November and the recording is available online. Demo accounts were created for 111 users so far and no problems have been reported thus far. A couple of individuals have had minor technical questions related to using certain features.

Next steps:

- Online webinar trainings have been scheduled:
 - Content acquisition tool Friday 27 Tuesday 31st 10 & 2 PM
 - Patron App training on Feb 6th, Feb 14 and Feb 23
- Survey will be distributed to all libraries with questions aimed at finding the best way to address switching holds over from existing system to the new system. There are two possible options at this point: 1.) Libraries manually review and reassign holds or 2.) Starting fresh – a process that would clear any existing holds without a transfer to the new system.

James Jackson Sanborn noted a couple of issues that still needed to be considered, including:

- Should the old system be brought down a week prior to the switchover?
- Outreach strategies - How do we get the word out to the public? We need messaging to patrons about the benefits of the new system and to respond to concerns about the system not working on older/obsolete devices.

Sanborn noted that timing of the public messaging was important. January is probably too soon, but February would be perfect.

VI. Schedule and location for MIN Board Retreat

VII. Report on the Innovative Interfaces conversations

James Jackson Sanborn outlined conversations with staff with Innovative Interfaces and handed out responses to questions asked of representatives from the company.

Innovative Interfaces will be providing a summary of costs related to one time add on services as well as timelines and cost estimates for migration.

The board will meet with a company representative (Travis) on March 8.

Clem Guthro asked about protocols for data backups. James Jackson Sanborn noted that the company does nightly backups with the data stored offsite for the purposes of disaster recovery.

James Jackson Sanborn also mentioned a feature that allows catalog content to be discoverable by people using web search engines such as Google, Bing, etc.

VIII. **Director's report**

Development and fundraising group has met to talk about long range planning, bonds and possible funding pools. We've identified a few possible funders that may be appropriate to make targeted requests.

Nine libraries are currently live in MILS with 4 more in the pipeline for later this year.

IX. **Other Items**

The chair asked board members to think about a time / location for the annual retreat. Dick Thompson suggested that USM facilities outside of the academic year might be a great location. David MacBeth indicated that he would return to the group with some suggestions for a space that would be available for a day in late spring or summer.

Meeting adjourned at 3:26 PM.