

Maine InfoNet Board Meetings, July 18, 2007

Maine State Library Conference Room
1:30 – 3:30

Next Meeting Sept. 12, 2007; 1:30 p.m. Maine State Library

Members Present: Judy Frost, CMCC; David Nutty – Director of Libraries at USM; Sue Jagels, Eastern Maine Medical Center Health Science Library Director; Barbara McDade, Director, Bangor Public Library, Interim CEO Maine InfoNet; Elizabeth Reisz, Library Supervisor York School Department; John McManus, Director Millinocket Public Library (via ATM, Bangor); Richard Thompson, CIO for the State of Maine; Gary Nichols, Maine State Librarian; Joyce Rumery, Dean of Libraries at UM, Ralph Caruso, CIO University of Maine System Linda Lord (non member – recording secretary).

Members Absent: Steve Podgajny Director, Portland Public Library; Clem Guthro, Director Miller Library, Colby College

1. **Minutes** from the April 18, 2007 and May 23, 2007 meetings were unanimously approved as amended (proper spelling of EBSCO and Barbara in May and Liz Reisz added to absent member list in April).
2. **New MOU between UMS and MSL**
Board members were given copies of the new MOU. Joyce reported that approval of the new MOU took several weeks longer than expected. David N. wanted a balance in the MOU among UM, the Board and MSL. Much time was spent in wordsmithing. It was signed June 1, 2007. The original MOU was signed with Elsa Nunez, Vice Chancellor for Academic Affairs at UMS. When she left, her duties were reassigned to Jim Breece, Vice Chancellor for Academic and Student Affairs. He wanted clarification of the relationship between the InfoNet Board, UMS, and MSL. Section D, Reporting, and Section E Budget/Operation changed the most. There is no space at the system office for the CEO. Space is being investigated at the UM campus.
3. **CEO Search Process Update and Planning**
Board members were given copies of the CEO job description and job ad. The paperwork has been through human resources at the University of Maine and a few words are being changed in the EO office. The paperwork will go to the Provost's office next. Karl has not yet officially resigned, and this needs to happen before a new CEO can be hired. Clem Guthro and Joyce Rumery will talk to the EO office and give directions to the InfoNet Board that is serving as the Search Committee about the interview/hiring process. As soon as Joyce gets the "final word", the ad will go out on multiple library job listing services. Mary Cady in Joyce's office will handle thank you notes, lists of applicants, and applications and will see that Board members receive materials by fax and/or scanning. Mary will set up a scoring rubric with names of applicants in a column and qualifications to be ranked 1-5 in a row.
Question: How do we advertise salary; still in a broad range? David responded that he is comfortable with how the salary is currently described.
4. **FY 08 Budget development. FY 07 Expenditure report**
Barbara McDade, Acting CEO, passed out an FY 07 Expenditure report. Budget information was gathered from UM and MSL to be placed in this report. The FY 08 budget is in development under Sue Jagels' budget committee. The ensuing discussion included: What would it cost to migrate to a Linux server? Ralph Caruso has talked to John Grover about needed changes. A vertical environment on a central server is a better deal than isolated servers "all over the place".

A change would result in \$7,000 to \$10,000 savings for a server. It will cost \$15,750 for Solar migration to a new server and \$18,750 for the MaineCat migration. These were planned moves that must be done soon. (The SOLAR server has already crashed twice). Gary will investigate the possibility that money was set aside for these moves in the FY 07 budget. Budget discussion also included the following: What about consortia contributions and purchases? David asked if delivery expense will increase in the 08 budget. Gary and Joyce don't believe they will. After questions were answered regarding the 07 budget, the Finance Committee (Sue, Steve P, Barbara, and Dick Thompson) agreed to meet before the Board's September meeting.

5. **Interim CEO Report** [Rich Text Format, 15.2]
Portland Public Library's migration to URSUS will be \$116,000 plus \$22,000 per year maintenance. Barbara would like to explore the possibility of trading PPL's migration to URSUS for a purchase of a III Via system for a statewide school system consortium. Judy mentioned that the Maine College of Art may have the same problem with pricing as Portland Public. It wishes to migrate to Minerva.

The Minerva Executive Board (MEB) met this morning. Judy reported that they are cleaning up the catalog database; have a final MOU with MSL; and that a new application to join Minerva is almost ready. New Minerva libraries will now know what needs to be done before becoming a fully operational Minerva library. By the end of September, four new libraries will be selected to begin the process of being part of the Minerva system. The MEB will have a rubric with which to evaluation applicants.

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Barbara passed out a proposed Mission/Vision statement for InfoNet. She asked, "What is InfoNet?" Gary responded, "It's an administrative structure." Joyce added that InfoNet has to have a clear identity to get funding. How does InfoNet relate to libraries?

Barbara thinks that InfoNet should become a 501(c) (3) organization to allow for joint purchases, applying for grants and managing budgets.

6. **Discussion of staff feedback (document previously distributed)**

Board members have received email copies of the notes David assimilated after meeting individually with InfoNet staff members. He suggested that the comments speak for themselves. It is very important that staff each have a desk in one place. They also want: staff meetings; communications; a sense of cohesiveness. Barbara had a proposal for a grant application for cooperative digitization from Marilyn Lutz. This is the current priority for IMLS grants.

7. **III Contract Status**

Passed over

8. **Board Members terms expiring this meeting: Steve, Sue, and John Appointment/Re-appointment process**

Dick Thompson moved to put Sue Jagels back on the Board. A unanimous vote approved this. Other members whose terms expire in July are John McManus representing the SOLAR libraries and Steve Podgajny from the independent system libraries. David will contact the SOLAR and Independent groups to see how the election to the Board will take place.

9. **Other business**

Gary mentioned that IMLS has \$40,000 to \$50,000 funding for each state to plan for digitization of historical materials. IMLS wants to know what is out there and what are priorities for digitization?

Meeting adjourned at 3:35

Respectfully submitted.

Linda Lord, Recording Secretary