Minerva Executive Board Meeting
May 8, 2013

Present: Nancy Crowell, Kevin Davis, Shelly Davis, Albie Dunn, James Jackson Sanborn, Steve Norman, Betsy Pohl, Gail Roy (remote)

Call to Order
- Shelly volunteered to take the minutes.

Review and acceptance of minutes of March 13, 2013 meeting
- Approved as presented.

Old Business
- Library Anywhere implementation
    o Albie reported that some communication issues have slowed the project, but it is on track now and is close to ready to roll out. He will send out a URL for folks to preview; staff from each library should review where their link goes in the event they want it changed.
    o Auto-detect will be turned on so the site will display properly on phones vs. tablets.
- MOPs: storage of signed copies
    o Cindy is sending the paper copies to Shelly, who will scan them for storage on a Maine InfoNet server. James contacted Linda about the storage of the physical copies; she has a file drawer in her office we may use.
- Minerva website redesign
    o Maine InfoNet website redesign (which includes all of the Minerva governance/polices/procedures pages) is nearly ready to launch. The subcommittee of the Executive Board was invited by Venice to preview it.
    o OPAC redesign – Albie has the new look on the staging server and is going over all of the components to make sure it is functioning properly. The next step is to look at the header/footer design for individual scopes. The default search for ALL MINERVA LOCATIONS will be KEYWORD; libraries may choose a different default search option for their scope. Albie and James will show the new OPAC at the Users' Council meeting; it should go live shortly thereafter.
- Spring Users' Council meeting
    o Shelly has preliminarily scheduled the meeting for Wednesday, June 19; it will be a videoconference with four sites: CMCC, MSL, BPL, and NMCC. Those present approved of this plan. Shelly will post an announcement on the listserv.
    o Survey – Some minor tweaks/additions were made to the draft Shelly sent out. Only the official representatives of Minerva libraries will be asked to complete the survey. Shelly will send it out on the listserv with the notice of the meeting.
    o Agenda – Shelly will draft and send out for review later in the month. Suggestions for inclusion include Sierra (James), Maine InfoNet website, OPAC redesign, new members, and the two major committee issues; DVDs/volume fields and RDA.

New Business
- Meeting dates for 2013-2014
  - o Shelly suggested continuing with the second Wednesday, every other month. At the next meeting (July 10) we'll have two new members on the Board and will review the schedule to make sure it works for all.

Reports
- Maine InfoNet
  - o Moving forward with III – James is going to Chicago for an INN-reach summit at the end of May. On June 4, the committee (which includes Shelly) charged with investigating "life after Millennium" will be meeting with reps from III to discuss options and their thoughts on migration/upgrading/timing. The structure of any future ILS contract is a bit of a sticky issue due to the involvement of the State Library, and therefore, state government. James has some ideas for how this might be handled, so this is part of the planning for the future.
  - o Download Library – We've been invited by OverDrive to participate in their "Big Library Read." OverDrive will make available to its customers Michael Malone's book "Four Corners of the Sky" for unlimited simultaneous users. Look for more info from James soon.
- Maine InfoNet Representative
  - o Judy was not present, but James reported of some changes on the Board: David Nutty (USM) would like to step down as chair (but will remain on the Board); Rich Boulet (Blue Hill, SOLAR) and Liz Reisz (York schools, Minerva) are stepping down.
- Minerva Technical
  - o Nothing additional to report.
- Finance
  - o FY14 Minerva membership invoices will be coming out soon.
  - o Gail noted an overage in the budget line for Marcive, she is also not sure what is going on with the STACAP fee, and is looking into it. She also is in touch with Rachel at the State to make sure our carry-over figure is accurate.
  - o It appears we didn't do a 4th quarter or closeout report for FY12; this will be done for FY13.

Committee Reports
- Membership Committee
  - o This committee has been reenacted with the hope that we might be able to bring two new libraries into the system.
  - o The minutes of their recent meeting were reviewed. The committee is currently gathering information on migration costs from various vendors.
  - o It is envisioned that we will make decisions on applications in September so that we may go live with new libraries in early 2014.
- Circulation Standards
  - o Cyndi was unable to attend the meeting, but informed the Board that the issue of volume fields for multi-disc sets is being investigated further.
  - o The Board would like to see the minutes of the last Roundtable and Standards Committee meeting; Shelly will contact Cyndi to ask her to send them.

- Cataloging Standards
  - Shelly reported that Katherine asked her to send letters to the three libraries not in compliance with the meeting attending/viewing policy. The Committee decided they would be "on probation" for 2013 rather than imposing the consequence of not being able to create new or bring in new bib records. If these libraries do not meet the requirement this calendar year, the consequence will be imposed.
  - RDA
    - The request for funding for lunch for the all-day session to write policies regarding implementing RDA was approved.
    - A discussion of training ensued. The Board agreed that the committee could use Minerva training funds to bring in an outside expert to conduct training for Minerva members; Shelly will contact Katherine. Betsy volunteered to contact the State Library regarding statewide cataloging training for all Maine library folk.

Other
- No other items for discussion.

Meeting adjourned at 11:45AM.

NEXT MEETING: Wednesday, July 10, 2013

RDA Toolkit Consortia Pricing Options

Option 1:

~~There must be a minimum of 5 institutions to receive consortia pricing. We bill each institution, with a maximum discount of 5% per institution.~~

Option 2:

~~This is a tiered pricing plan. The discount varies based on how many institutions participate. There must be a minimum of 5 institutions to receive a discount. The consortium will receive one invoice for all the institutions participating.~~

~~Consortia Discounts~~	
~~# of Institutions Participating~~	~~Discount~~
~~5-9~~	~~5%~~
~~10-19~~	~~10%~~
~~20+~~	~~15%~~

Option 3:

All members of the consortium must subscribe to be able to participate in this option.

The consortia would pay the **$325** site license fee. Then, depending on the number of institutions in the consortia and how many users each institution needs, the pricing is as follows:

# of Institutions in Consortia	Cost per site	Additional Users
~~1-9 Institutions~~	~~$ 195~~	~~40% off each additional user list price~~
~~10-19 Institutions~~	~~$ 178~~	~~45% off each additional user list price~~
20+ Institutions	$ 162	50% off each additional user list price

Cost for one user for all Minerva libraries
$325 + (56*$162) = $9397

Minerva Users' Council Meetings Survey, June 2013

Have you typically attended Minerva Users' Council meetings in the past?		
Answer Options	**Response Percent**	**Response Count**
Yes	76.3%	29
No	23.7%	9
	answered question	38
	skipped question	0

Why have you typically attended Minerva Users' Council meetings in the past? (Please check all that apply.)		
Answer Options	**Response Percent**	**Response Count**
Important news/updates are shared.	82.8%	24
The locations of the meetings have been convenient.	41.4%	12
I feel obligated to attend.	65.5%	19
It is an opportunity to connect and network with colleagues.	79.3%	23
Other (please specify)	24.1%	7
I have been on the Board and was presenting		
The topics discussed are very helpful with real library concerns and problems.		
I have been on the Executive Board and needed to attend for that reason.		
I think of it as a small, but important obligation that all members of the consortium should be able to make.		
I answered "yes" because it was closer to true than to say "no" but I have not been a representative for my library for long. I have attended one and plan to attend in June.		
As a member of the Board...well... I kind of have to. :-)		
Ideally, meetings build feeling of camaraderie and unity		
	answered question	29
	skipped question	9

Why have you not typically attended Minerva Users' Council meetings in the past? (Please check all that apply.)		
Answer Options	**Response Percent**	**Response Count**
I feel I receive sufficient news/updates via the Minerva listserv.	11.1%	1
The locations of the meetings are not convenient for me.	77.8%	7
It is difficult for me to get away from my library due to other commitments and/or staffing issues.	55.6%	5
I usually send another member of my staff instead.	22.2%	2
Other (please specify)	22.2%	2
no reimbursement for travel costs, when i worked full time I tried to make it to all of them.		
I'm relatively new to a Minerva library, and haven't had the chance to get to a meeting, but would like to, and plan to in the future.		
	answered question	9
	skipped question	29

Which do you prefer?		
Answer Options	Response Percent	Response Count
One physical location, in-person meeting	68.4%	26
Multiple locations, videoconference	36.8%	14
Multiple locations, telephone conference	2.6%	1
I am unlikely to attend Minerva Users' Council meetings regardless of location/format.	0.0%	0
Other (please specify)	10.5%	4
One physical location is best, but multiple videoconference locations might be the best way to go in the future.		
Maybe one in-person meting and one video conference per year?		
It might work to alternate between one physical location and the videoconference route.		
This really should be moved around the state more. Give member libraries who want to a chance to be involved and showcase their libraries. Topsham is nice but it's a hike for some. Rotating is more fair. It would also expose more people to the benefit of these meetings.		
	answered question	38
	skipped question	0

In the past, meetings have typically consisted of the sharing of news/updates from the Executive Board and its committees as well as Maine InfoNet staff. While this will likely continue for future meetings, what additional content would you like to see added to the agendas?		
Answer Options	Response Percent	Response Count
Information sessions on key topics (e.g. system statistics, OverDrive, econtent, etc.)	83.8%	31
Annual goal setting and reviewing	37.8%	14
News/updates from member libraries	32.4%	12
Other (please specify)	8.1%	3
Maine InfoNet-related news and updates from other libraries would be useful. I would rather omit the general news and updates from other libraries, though.		
optional training sessions after meeting		
I like it just the way it is.		
	answered question	37
	skipped question	1

Users' Council Meetings have typically run for two hours. Would you attend a longer meeting for the inclusion of the additional content noted above?		
Answer Options	Response Percent	Response Count
Yes	81.1%	30
No	18.9%	7
	answered question	37
	skipped question	1

The bylaws stipulate that Minerva Users' Council meetings be held at least two times per year. The Users' Council should...		
Answer Options	Response Percent	Response Count
continue to meet two times per year.	64.9%	24
reduce the number of meetings to one per year.	29.7%	11
increase the number of meetings per year. How many meetings per year would you suggest?	5.4%	2
4		
4		
answered question		37
skipped question		1

Do you have any additional thoughts on past and/or future Minerva Users' Council meetings to share with the Executive Board?	
Answer Options	Response Count
	11
N/A	
Not at this time.	
Thanks for all of your good work, Shelly!	
If there were additional content added to the basic meeting it would be easier for me to justify taking the time to attend. I'd like to, in theory, but it's hard to travel any further than to Bangor unless it is a really "loaded" meeting.	
It might be nice to have a some sort of incentive that could be raffled off to those that are in attendance. Some of us have to travel a good distance to get to the meetings.	
Thank you all for volunteering. The small libraries benefit greatly from your work on their behalf.	
No	
I've found the meetings helpful the way they are currently structured and would be a bit reluctant to go to longer meetings that were held twice a year. HOWEVER, there might be value in doing just one meeting each year and making it a full day event with a two-hour portion where you offered 2 or 3 program content options. ??	
The meeting this year is later than usual and past the time when school gets out. This may be an attendance problem for public school folks who don't work during the summer. Something to think about... Thanks!	
I suggest meeting once a year, with an optional meeting if conditions warrant. I would like to hear "forward thinking" - not goals so much as "what might lie ahead."	
I think you should have 2 and that it be mandatory that a rep from each member library attend at least one per year. We do it for cataloging and etc. Why not for governance? Maybe there would be more consistency in following established policies/procedures.	
answered question	11
skipped question	27

Compiled by Shelly Davis, 6/11/13

FinalMinerva Budget Report 06-2013.xlsx

MINERVA BUDGET REPORT FY 2012-2013   June 2013

			Budget	Actual thru 6/30/2013
INCOME				
Minerva Dues & Fees (58)			$ 232,000.00	$ 232,000.00
TOTAL INCOME			$ 232,000.00	$ 232,000.00
EXPENSES				
Innovative Interfaces	Melink & annual thru 4-30-14		119,161.00	$ (7,099.00)
	Server Maintenance	28,782.00		$ (29,864.00)
	LC Auth. DB Services	3,900.00		$ (3,900.00)
	Millenium Maintenance	83,280.00		$ (86,196.00)
	MELINK INN Reach Maintenance	3,199.00		$ (3,199.00)
	Sub-Total	119,161.00		
Marcive	Authority Processing		5,000.00	$ (6,710.70)
Syndetics (Bowker)			23,311.00	$ (23,311.00)
Van Delivery			53,352.00	$ (52,575.00)
UNET Virtual Server			1,400.00	$ -
Other	Travel, Meetings		4,500.00	$ -
STACAP fee	State Financial Services		4,777.39	$ (4,034.53)
Contingency/Reserves			21,150.14	
Bowker	Library Anywhere (from contingency)			$ (7,800.00)
RDA planning meeting	Lunch reimbursement			$ (83.46)
Rifkin	Delivery Bags			$ (3,014.28)
TOTAL EXPENSES			$ 232,651.53	$ (227,786.97)
CARRY-OVER FROM LAST FISCAL YEAR				$ 162,018.04
GRAND TOTAL				$ 166,231.07

7/8/2013 FinalMinerva Budget Report 06-2013.xlsx   11:48 AM

MINERVA Budget
Fiscal Year '14

			Budget	Actual thru 7/15/13
INCOME				
	Total Minerva Annual Dues	56 libraries x $4,000	$ 224,000.00	$52,000.00
EXPENSES				
	III	(detail below)	$ 128,045.84	
	Marcive	(Authority Processing)	$ 5,000.00	
	Syndetics	(RR Bowker)	$ 24,476.55	$ (24,253.00)
	Van Delivery	($18.00 x56x52)	$ 52,416.00	
	Other	(travel, meetings)	$ 2,500.00	
	Library Anywhere		$ 2,500.00	
	Delivery Bags	(Rifkin)	$ 3,000.00	
	STACAP Fee	(State Financial svcs 2.214%)	$ 4,825.16	
	Contingency/Reserves	(1% of Actual Expenses)	$ 2,227.64	
TOTAL EXPENSES			$ 224,991.18	$ (24,253.00)
Carry over from last fiscal year				$ 166,231.07
GRAND TOTAL				$ 193,978.07

Unspecified Surplus/Deficit beyond Total Expenses at $4,000 Membership Rate:	$ (991.18)			
Actual equal share apportionment (@ 56 equal shares) is:	$ 4,017.70			

	Triple I Costs	
1/3 MaineCat Server Maintenance	$	31,058.56
LC Auth. DB Services	$	3,900.00
Annual Millenium Maintenance	$	89,643.84
MELNK INN Reach Maintenance (local connector file)	$	3,443.44
	$	128,045.84

To: Minerva Executive Committee
From: Minerva Cataloging Standards Committee
RE: July 2013 Report

RDA

The cataloging committee met on June 4 at Central Maine Community College for an all day session to write RDA Core policy for Minerva. As we began to write policy we felt that we needed to change the implementation date of RDA from September 3, 2013 to January 1, 2014. We felt that Minerva catalogers needed more time for training before actually cataloging using RDA.

After the July 23, 2013 Cataloging Roundtable meeting the committee will meet to continue to write RDA policy.

RDA Toolkit

I along with Shelly Davis had a conference call with Melissa Wood from RDA Toolkit. As a result the cataloging committee has a free 60-day free trial (June 18-August 18) and the rest of Minerva catalogers will have access to RDA Toolkit for 30-day free trial starting in July.

At the June 4 RDA meeting, the committee found that it is vital that all Minerva cataloger have access to the RDA Toolkit. After cataloging with ACCR2 most of our cataloging careers we will need to check and verify rule changes.

Recommendations

MinervaCats

At least one cataloger from each library needs to sign up for MinervaCats listserv. The listserv is used for a variety of reasons such as the cataloging committee announcements about policies, when the taped meetings are available for requesting, catalogers use it to ask questions, and minutes from the Cataloging Roundtable. This late spring an issue came up involving *The Hobbit* DVD. Unfortunately, one of the libraries that needed to fix their record wasn't signed up to receive MinervaCats. The issue was resolved, but the committee would like to have a policy that one cataloger per library be signed up for MinervaCats.

Submitted
Katherine Morgan, chair