

## Minerva Executive Board Meeting

Wednesday, November 12, 2014 | 10:00am - 12:00pm | Maine State Library Studio

Call to order

Welcome and introductions

Review and acceptance of the minutes of the September 10, 2014 meeting

Old Business

Fall Users Council meeting recap

ILL loan period for DVDs

Charging patrons for the use of other libraries' materials

Vacancy on the Board

Review of Minerva policies

Committee responsibilities & RFA template

New Business

RDA Toolkit decision

Purchase of additional bags

Syndetics and other options

Minerva strategic planning

Professional and business liability insurance

Minerva participation in Maine Shared Collections Cooperative

Consortial purchase of DVDs/AV

Question about excessive ILL overdues

Reports

Maine InfoNet

Maine InfoNet Representative

Minerva Technical

Finance

Committee Reports

Membership Committee

Circulation Standards

Cataloging Standards

Other

Adjournment

Next meeting: January 14, 2015, Executive Board

# Monthly Minerva Budget Report Ending October 2014

	FY 15	10/31/2014
<b>INCOME</b>		
Total Minerva Dues (\$4,200)      FY15 = 57 member libraries	\$ 239,400.00	\$ 239,400.00
<b>EXPENSES</b>		
*Sierra server costs	\$ 4,270.00	
Annual Minerva subscription Fee for III (See III Breakout Below)	\$ 127,443.00	\$ (127,443.00)
One-time Minerva Server reconfiguration fee		\$ (32,639.08)
50% Migration fee Minerva Millennium Server		\$ (40,527.00)
InnReach May 2014-June 2014		\$ (571.00)
Marcive	\$ 5,500.00	\$ (619.29)
Syndetics	\$ 25,210.85	
Van Delivery	\$ 53,352.00	\$ (10,920.00)
Other	\$ 2,700.00	
Library Anywhere	\$ 2,500.00	
** RDA Toolkit (conditional)	\$ 3,900.00	
Delivery Bags	\$ 3,000.00	
	\$ 227,875.85	
<b>Expense Subtotal</b>		
STACAP Fee	\$ 5,045.17	\$ (5,959.81)
	\$ 232,921.02	
Contingency/Reserves	\$ 5,823.03	
	\$ 238,744.05	\$ (218,679.18)
<b>TOTAL EXPENSES</b>		
Carry over FY14		\$ 183,841.69
Adjustment (75 RDA and van delivery correction)		\$ 74,835.36
		\$ 279,397.87
<b>GRAND TOTAL</b>		
	<b>III Costs</b>	
<b>III Breakout Detail</b>		
3.5% increase	\$ 30,908.00	
3900 no increase	\$ 3,900.00	
3.5 % increase	\$ 89,208.00	
3.5% increase	\$ 3,427.00	
	\$ 127,443.00	

\*Sierra server costs (annual installments over 5 year period beg. 7/1/15)

\*\* RDA Toolkit to be voted on prior to expending

STACAP = Statewide indirect cost allocation plan (fee pd to state for administering acct.)

MINERVA POLICY DOCUMENTATION REVIEW REPORT  
November 11, 2014

After requesting specific wording from the cataloging and circulation committees, we are still very shy of a full complement of policies in their written form.

We have specific, well-documented policies for the following:

Cataloging:

Acceptable Cataloging for Minerva Libraries

Attendance Policy

Circulation:

Intra Minerva Billing for Overdue Items.

The above policies could be placed (or placed again) on the website without hesitation.

We have specific and verifiable but less well documented policies for the following which can be easily formatted or reformatted for the website:

Circulation:

Local control of patron records

DVD Bonus Discs

Suggested next steps:

- 1) Continue to review – specifically User Council and “vote” policies. For example: the non-payment of membership dues.
- 2) Establish a procedure for developing policies – I believe Nancy and Amber are working on this.
- 3) Establish a procedure for documenting policies including a proofing step.
- 4) We know there are “policies” that have come through the years that are not properly documented. As the need arises, these policies should be redone/re-documented in accordance with steps 2 and 3.

During this process, Kevin Davis and I had some preliminary discussions stemming from the fact that very few of these policies have “bite”. In other words, the consequences for not following most of the policies are unclear. This is an issue the Executive Committee may want to address.

Respectfully Submitted.

Pam Turner, Membership Chair.