Maine Infonet Board Retreat

July 25, 2016, 9:00 to 3:00

Colby College, Diamond Building, Room 146

In attendance: Brook Minner, Clem Guthro, Barbara McDade, James Jackson Sanborn, Sarah Campbell, Dick Thompson, Jamie Ritter, Joyce Rumery, David Nutty, Nancy Grant, Pauline Angione, Judy Frost

Absent: Doug Macbeth

1. Additions to the agenda, plan for the day:
2. Approval of minutes – June 20, 2016, we will approve June minutes at our next meeting
3. Innovative meeting preparation work: Innovative representatives will be at MIN Board meeting on November 30, 2016 at MSL. Issues to be addressed: API connectors for open source products, MaineCat server migration to a local virtual machine or to the cloud, technology update away from Java applets and other issues, product availability

Maine Infonet is in year 3 of 5-year contract with Innovative. Colby, Bates, and Bowdoin are in year 4 of 5-year contract with Innovative.

MIN Board needs to develop a procurement process. Dick notes the importance of defining the outcome that must be addressed/ long-term goals, rather than creating a list of requirements as in a typical RFP. Sarah notes the importance of the company being large enough to handle a statewide system (note positive recent Innovative response to a system failure.) Good exercise for the MIN board: to create list/statement about what we are trying to do, the problems we’re trying to solve, our goals. Sarah notes that the conversation with OCLC was a good start. Barbara: as library users, what do we want? What’s the model?

MIN Board will create a list of topics to share with Innovative executives for the November meeting. We can finalize this list at our October meeting, which can be informed by CBB meeting in September.

Conference call with Innovative CEO prior to meeting in November to share background on system and collaborative relationships in Maine.

1. OCLC meeting follow-up: MIN Board members and MINERVA Board members met with OCLC executives earlier in July. OCLC presented data and asked what the needs are in Maine. OCLC is working with libraries in Montana to create cross-library requesting but it’s not real time data; more like SOLAR on a broader scale.

Next steps: Sarah, James, Judy, and Clem are a sub-group that will meet again with OCLC in the next few months. OCLC will put together some service and pricing models that could incorporate smaller libraries and MIN Board will gather and present data of public libraries in Maine that might be wiling/interested in participating.

One of the good ideas that came out of the meeting (not necessarily related to OCLC) was the possibility of shared collections for new books and best sellers, possibly hosted by the ARCs. There’s a lot of redundancy happening of buying, cataloging, and circulating new and best selling books. Could this project be grant funded? Davis Family Foundation? Maine Community Foundation?

1. Future of libraries

Clem: The most important about a library is the people. It’s the staff. Otherwise, you have a digital or print warehouse. Library staff teach people critical information evaluation skills that are employable and are only taught in the library.

Ebook use is declining after many years of increase but e-audiobooks use is increasing.

In schools, libraries are increasingly seen as MakerSpaces. Kids come to the library with a problem and they don’t care where they get the information to solve it.

There’s an increasing divergence in the academic and public library markets. Academic libraries are spending 70-80% of their budgets on digital content and public libraries are spending far less on digital content.

Public libraries are increasingly focused on programming/acting as community center or third place. Schools are focusing on teaching research skills and academic libraries are focusing on digital content and database access but ultimately, everyone has to find the information they need/seek.

Libraries of all types need to think about what partnerships make sense and how to advocate for them.

What is MaineCat? Just a sharing space or a discovery tool? Or both? How do digital materials actor into this? How can the ILS system allow for more robust search results that give users what they want?

Sarah: What impact are we trying to have? Different institutions might answer this questions differently. Public libraries are using school data, summer reading programs, to show the impact of libraries. Also, there are literacies that benefit the community and here might not be data driven but the library is talking about the same things the community is talking about (public health as example.)

Joyce: How to grapple with impact of the library, especially when they are qualitative. How to use data to assess impact when the impact isn’t always obvious in the data itself.

School assessment of library impact is three pronged; numbers is only one part of it.

IMLS stats group is re-working data collection to better recognize that numbers are only one measure; other outcomes are important.

David: Design thinking: Start with why, not with what or how.

Jamie: The 5 whys as exercise: say something that you contribute to the conversation, write down why that’s important and why that’s important and so on for five layers. You arrive at some sort of core value. [LeadLocal](http://leadlocal.global) initiatives is a good resource.

Clem: Many things CAN be done but how can they be funded? Home book delivery as an example.

It’s the responsibility of MIN Board to look 10-15 years down the road and consider the impact of digital content on MaineCat.

Evergreen was developed for the public library market. Equinox is the primary network and software support company for Evergreen. Koha has two main network and software support companies, Bywater and PTFS/LibLime.

David recommends Breeding’s 2016 Library Systems report <https://americanlibrariesmagazine.org/2016/05/02/library-systems-report-2016/>

Rather than asking users what they want, libraries purchase products based on what they need to manage their content. Judy notes that library catalogs produce linear results whereas library users want more complex relationships returned to them. It’s up to us to push vendors to produce better products.

Nancy moves we suspend meeting, David seconds, at 12:53pm, in order to convene annual meeting of Maine Infonet Collaborative 501c3

Clem calls meeting to order and it resumed at 1:35pm

1. Review the Strategic Plan

**Organizational Goals**

Organizational Goal 1 (draft by September 2016)

Step 1: There are several documents in place to evaluate the process of adding libraries

Step 2: MIN staff have this information and James will work on creating document to detail the process of expanding ILS

Step 3: draft by September 2016

Organizational Goal 2

Objective 1: There are currently 4 MILS libraries with a 5th library preparing to join. With existing staff James thinks MIN could add 18 libraries to MILS by the end of 2018.

Objective 2: Minerva membership hasn’t convened yet but James thinks MIN could add 2 libraries to Minerva by the end of 2017.

Objective 3: There is no capacity to add libraries to URSUS at this time.

Objective 4: This objective is delayed due until Innovative delivers APIs.

Objective 5: Conversations between MSL and DOE are happening and the plan replacing “No Child Left Behind” has strong support for school libraries. This objective has to wait as other things unfold at the State and Federal level. New deadline 7/30/2017

*Objective 6: Discuss feasibility and desirability of ILS statewide August 2016*

Action steps for Organizational Goal 2, Objectives 1-6

1. Complete
2. Application to join MILS was announced and distributed

Organizational Goal 3

Objective 1: no forums or summits this year, is this an issue for the Development Committee?

Objective 2: maintaining

Action step for Organizational Goal 3, Objectives 1-2

1. Jamie willing to work with Clem and Joyce on future summits *(re-word this step)*

*2. Develop an action plan for the summits*

Organizational Goal 4

Discussing MOUs, not due until 2018

**Collection Access**

Goal 1, Objective 1 for Collection Access

Action step 1-3: happening

Action step 4: Maine Infonet is the fiscal agent

Action step 5: will happen once new database is added

Action step 6: this document does not exist, new deadline, 12/31/2016

Action step 7: on going

Goal 1, Objective 2

Action step: on-going, new deadline to discuss at August MIN meeting

Collection Access Goal 2

Objective 1: new deadline 12/3/12016 and determine best name (does digital.maine resonate with the public?)

Action step: group is James, Clem, Sarah, Doug, Adam Fisher and needs to meet

**Funding**

Goal 1

Objective 1: complete, James created finding stream document and shared with Board

Action step 1: *change “Finance Committee” to “Governance Committee”*

*Action step 2: complete? Ask James*

Objective 2

Action step 1: underway

*Action step 2: Agreements must be sustainable beyond individual people*

Objective 3 (in July 2016 dropbox)

Action step 1: scan complete, no one has the same model we are looking for

Action step 2: complete

Action step 3: underway

Goal 2: Creation of the Fundraising/Development Committee fulfills this goal

1. Committee work/reports

Membership Committee: Discussed Judy’s comment on proposed membership from 12/16/2015 email. There are ways to gather input from appropriate stakeholder (District Consultants, Maine Historical, Maine Humanities Council) without them being members of this Board. Membership Committee proposed a structure by email on 12/1/2015 (email came from Barbara)

Barbara will be the convener of the Governance Committee

David will be the convener of the MOU sub-committee (Steve Norman, Sarah, David, and James)

1. MOUs - Minerva and others: Minerva has formed a committee to work with MIN Board: We’re looking at formalizing the arrangement between MIN and the various groups we are connected to. Clem sent a list of elements to consider in an MOU. Judy proposes a committee formed by Sara representing independents, a representative from CBB, a Balsam representative, URSUS, and Minerva. Clem suggests starting with a small group to create a broad, generic template that can be shared with other groups. More than one template, based on services provided by MIN? Or one MOU with variances laid out in addendums?
2. Follow up on 3M/Bibliotech option: Since Kindle use is an option, Jamie will create and distribute a Kindle use survey to gauge impact.

Nancy moves to adjourn, Clem seconds, at 3:37pm

For August agenda:

1. What are the problems we’re trying to solve with our ILS systems? What do users need/want?
2. 3M/Bibliotech option

Our next meetings:

August 24 at UMaine

September 22 at MSL

October 24 at Jackson Lab

November 30 at MSL

Annual meeting of the Maine Infonet Collaborative 501c3

July 25, 2016, Colby College

In attendance: Brook Minner, Clem Guthro, Barbara McDade, James Jackson Sanborn, Sarah Campbell, Dick Thompson, Jamie Ritter, Joyce Rumery, David Nutty, Nancy Grant, Pauline Angione, Judy Frost

Absent: Doug Macbeth

1. Call annual meeting to order
2. Re-elect membership: Sarah moves that membership of MIN Collaborative Board of Directors be re-elected, Clem seconds
3. David moves we re-elect the slate of officers as following, Clem seconds:

President: Joyce Rumery

Vice President: Clem

Secretary: Brook

Treasurer: James Jackson Sanborn

1. Fundraising/Development Committee

Clem moves, Nancy seconds, to form a Maine Infonet Collaborative Fundraising/Development Committee. The vote is unanimous.

Committee membership includes: James Jackson Sanborn (convener), Barbara McDade, and three non-MIN Board members will include Steve Podgajny, Sherrie Bergman, and Gene Weimers.

The business of the committee will consist of both development and fundraising efforts, as set by the MIN Collaborative Board and informed by the strategic plan.

The committee will make recommendations to the Board and the overall committee agenda will be developed in conjunction with the MIN Collaborative Board.

5. We will review Next MIN Collaborative meeting

6. David moves we conclude the annual meeting of the MIN Collaborative 501c3, Clem seconds. Meeting adjourns at 1:20pm.