

Maine InfoNet Board Meeting

Maine State Library Studio, Augusta, Maine

November 13, 2017

Members Present: Joyce Rumery (Chair,) David Nutty (Vice Chair,) Nancy Grant, Pauline Angione, James Ritter, Sarah Campbell, James Jackson Sanborn, Barbara McDade, Marjorie Hassen and Steve Norman.

Visitors Present: Deborah Friedman, Adam Fisher

The chair called the meeting to order at 1:30 PM. After a brief round of introduction, James Jackson Sanborn provided visitors with background information on the role of Maine InfoNet.

The chair called for a review of the agenda and asked for approval of the minutes from the October 2017 board minutes. Minutes were approved with a unanimous vote of the committee.

Strategic Plan Review

The chair noted that the board last revised the strategic plan two years ago, and a review is needed to evaluate progress and update the document to reflect our priorities.

James Ritter said that a subgroup comprised of Sarah Campbell, Dick Thompson and James Ritter had agreed to review some of the metric driven goals and evaluate how realistic those measures are in the context of our priorities and available resources.

The chair encouraged committee members to think about process options for updating the plan. James Ritter indicated that he recently encountered some helpful information on organizational planning that he would share with members via email.

Sarah Campbell discussed a planning tool being used at a Portland Public Library called "Choicemaking" that was adopted by a model used at Unum and provides a way for the committee to be nimble and responsive to changing needs and opportunities.

David Nutty suggested a focused retreat with a facilitator would allow the committee to update the plan in a thoughtful way.

The chair indicated that she would reach out to a facilitator to discuss the best way to have a focused discussion that leads to a meaningful product.

Consortial Buying Group Proposal

The summer board retreat involved a discussion related to a proposal from a group of libraries that encouraged Maine InfoNet to consider serving as a broker to facilitate consortial purchasing of electronic content.

The libraries had developed a list of resources that were of interest to different signatories.

James Jackson Sanborn indicated that the project would require significant effort for the InfoNet staff to manage and the scope of impact would not have the same benefit as other existing consortial activities that lead to resources being available statewide.

One option suggested by James Ritter at the retreat would be to have the board to serve as a fiscal agent or information clearinghouse to allow libraries to work together in negotiation with vendors.

Sarah Campbell suggested that an inventory would not be all that hard considering that most libraries don't engage in buying resources outside of the MARVEL content that is already available.

Nancy Grant suggested that the Maine State Library might be the best entity to survey libraries about their database subscriptions.

Summit Subcommittee

James Jackson Sanborn discussed a proposal that would involve Maine InfoNet sponsoring a spring director's summit with a focus on policy.

The chair had reached out to a contact at Colby and the institution is willing to serve as a venue.

The committee has not yet identified a keynote for the event but there are several good options that would generate interest.

James Jackson Sanborn said that he would be willing to put together a draft agenda for the afternoon segment of the day.

Sarah Campbell suggested a theme, "Future of collaboration and complexity of policy in today's library world."

Download Library and Collections Committee

James Jackson Sanborn praised the work of Portland Public Library staff in assisting with the selection of new content in the adult and juvenile categories. PPL staff have been putting together collections carts for new content and repurchase of expired content.

Sarah Campbell indicated that her staff have been happy to be part of the process.

As circulation in the download library continues to increase, it has been difficult to cut down on the wait times for certain new titles. This is a function of insufficient funds.

Review of MOUs

Committee reviewed the latest version of the language for the University of New England MOU. Recent edits by UNE were not substantive in scope. The board agreed to adopt the MOU as amended.

David Nutty suggested that he and Sarah Campbell should convene to discuss details of the Portland Public Library MOU.

The recently approved Balsam MOU was distributed to member libraries recently and a signed copy will be returned to the board shortly.

Bylaws and Board Membership

The board voted unanimously on a proposal to change its bylaws regarding membership. The new organizational structure will be as follows:

<u>Organization Represented</u>	<u>Number of Board Seats</u>	<u>Method of Election</u>
<u>URSUS</u>	<u>1</u>	<u>Self-determined</u>
<u>MINERVA</u>	<u>1</u>	<u>Self-determined</u>
<u>Colby, Bates and Bowdoin Colleges</u>	<u>1</u>	<u>Self-determined</u>
<u>Other Innovative Sites (currently includes PPL, UNE)</u>	<u>1</u>	<u>Self-determined</u>
<u>ARRC LIBRARY</u>	<u>1</u>	<u>Self-determined</u>
<u>MILS</u>	<u>1</u>	<u>Maine Infonet Board</u>
<u>INDEPENDENT SYSTEM NON-III (Balsam, MHS, etc.)</u>	<u>1</u>	<u>Maine Infonet Board</u>
<u>AT-LARGE SPECIAL LIBRARY</u>	<u>1</u>	<u>Maine Infonet Board</u>
<u>AT-LARGE NON-LIBRARIAN FROM RELATED PROFESSIONAL FIELDS (e.g., tech, law, contracts)</u>	<u>1</u>	<u>Maine Infonet Board</u>
<u>AT-LARGE</u>	<u>1</u>	<u>Maine Infonet Board</u>
<u>DOE REPRESENTATIVE</u>	<u>1</u>	<u>Self-determined</u>
<u>Maine State Library/State Librarian</u>	<u>1</u>	<u>Ex-officio (voting)</u>
<u>Univ. of Maine System (Dean, R.H. Fogler Library)</u>	<u>1</u>	<u>Ex-officio (voting)</u>
<u>Maine Info Net Executive Director</u>	<u>1</u>	<u>Ex-officio (non-voting)</u>
<u>Total</u>	<u>13 voting</u> <u>1 non-voting</u>	

Board membership shall serve a term of 3 years and may be designated for additional consecutive 3-year terms.

The board will have a conversation at the next meeting to discuss the term expiration dates for each seat.

The chair indicated that she wanted to have Doug MacBeth's input as it concerns HSLIC libraries.

Meeting adjourned at 3:26 PM.

Meeting of Maine InfoNet Collaborative

Immediately following the adjournment of the Maine InfoNet Board, the chair convened a meeting of the Maine InfoNet Collaborative.

James Jackson Sanborn handed out copies of form 990 and summarized the information on the sheet.

Deferred revenue is Minerva funds that came in over May and June that were for the next year. Similarly, we had expenses from one year that were paid during another year.

There was a big change in the numbers in 2014 that reflects the shift of Minerva under the InfoNet umbrella.

James Jackson Sanborn indicated that one change needed to occur to the form before it is finalized – it involved correcting a misspelling of “Minerva.”

The board unanimously voted to approve the form with the typo change.

James Jackson Sanborn asked the committee to think about acquiring a bond to cover his position going forward. Given that the position has significant oversight over financial matters, it would make sense for the organization to have the financial security of a bond to protect itself.