

Agenda, Minerva Executive Board Meeting
Wednesday, January 10, 2018
Maine State Library Studio

Present: Kevin Davis, Liz Soares, Shelly Davis, James Rathbun, Steve Norman
Via remote connection: Amber Tatnall, Susan Preece, Megan McNichol, Nancy Crowell, James Jackson Sanborn and Lynn Uhlman

The meeting was called to order at 10:05 a.m.

We accepted the minutes of the November 8, 2017 meeting.

New Business

Budget/Dues for FY 2018/2019

James Jackson Sanborn said the budget is decreasing in the first two years of the new contract. Amber said "We are in a good position for sure." Kevin suggested we budget our needs and split the surplus per library. We could maybe reduce the fee to \$4,000. Amber: We might not want to do that because the fee might have to go up at some point.

Nancy asked if we can we hire a cataloger. James Jackson Sanborn: We'd love to increase staffing in any way we can. We'd like staff so we can expand our services. Ellen Conway is employed through Capital Area Staffing Solutions. It is a quarter-time position (10 hours a week) at a salary of \$15,000.

Susan suggested adding content to the Cloud Library.

Kevin decreasing the fee could highlight the work Maine InfoNet did to get the new contract. Lynn: Members might be OK with paying \$4200 if they got the extra support. It was suggested we could have both a decrease and the additional help.

James: Maybe not just cataloging but cataloging and support such as routine work with location codes. Susan wanted to make it clear that if we go ahead with this plan, it is a trial.

Nancy: Maybe one of our member libraries has an underutilized cataloger and we could sub-contract that person.

Amber said that we didn't talk about the budget until March last year, so we are ahead. She would like to create some scenarios that we can see in real numbers.

Kevin said he can at least tell members that there will be no increase. Once we get the scenarios from Amber, Kevin will consult with James and the cataloging committee to figure out exactly what our needs are. Steve noted that we are making great progress; two years ago we had no contract and didn't know where we were going.

Board Elections

We will need a call for nominations. Kevin, Liz and Nancy's terms are up. The schedule will be: Jan. 30, ballots go out; March 30, deadline for voting; winners announced by April 30. Liz would like to serve again. Nancy would like to cycle out if someone else came forward. Kevin

wouldn't mind stepping aside but also doesn't mind staying. Susan will put it on the web page as well. Shelly will coordinate the election.

Funds request: We agreed to provide financial support so Lynn Uhlman can attend the Innovative Users Group conference in the spring.

Fall Users Council Meeting ReCap: Kevin thought it went well. James said State Librarian Jamie Ritter, who was supposed to be there, had the wrong date on his calendar. The discussions were good. Susan felt it had nice feel; people were interested and there was no tension. Kevin said no major issues were brought up. The focus was informational and it was really positive. Hopefully we can continue that.

Spring Users Council Meeting:

We agreed on April 27, with multiple remote locations (Husson, York Lewiston). Nancy suggested looking for a corporate meeting space somewhere in the mid-coast. Susan said the fall meeting was probably better for that. James Jackson Sanborn advocated for using Zoom Technology rather than the state library's Tandberg system. Kevin will look into this.

Review of Circulation Standards Policy Proposals

James Rathbun reviewed the process: The committee met, distributed a survey and talked about the changes at a circulation roundtable meeting. Some have been revised several times and redundant language was removed.

The committee took the cataloging roundtable attendance policy and tweaked it. They needed to clarify that watching is attending and that members need to watch at least three per year.

The notices running policy (*should* be done daily, but at least twice per week) got some pushback, especially regarding bills. James noted that bills just need to be run daily; they can be processed when time permits. Nancy suggested that "It is strongly recommended that all notices be run daily to preserve the integrity of the system" should be the first line. James agreed and changed it.

The prompt billing policy had been revised. Members are "obligated to inform a Minerva patron's home library within 14 calendar days when an inter-library loaned item has reached the status of billed (20 days overdue)." People thought the original seven days was too tight. The committee also added language that makes it permissible to negotiate around what the payment is, but the owning library makes the final decision. It also prohibits "processing of other fees."

The new minimum requirements for patron records are one patron name in the (n) field and a 14-digit barcode. Other information, including requiring a legal name, is *strongly encouraged*. Only one patron name is an important point--one account for an entire family is not appropriate. As far as using a legal name--some libraries have policies of calling people what they want to be called. Nancy wondered what effect using an other-than-legal name would have on the prosecution of missing items. It was suggested that investigators have methods for finding people even if they aren't using their legal names. Kevin thought it was a local control issue.

Another point is that “no other punctuation should be entered in this line,” meaning the (n) line. Any suffixes (such as those identifying patrons of particular libraries) will need to be removed. Extraneous material in the (n) line can interfere with various systems processes, such as making lists.

Kevin brought up the fourth point on the Intra-Minerva Request Policy, which excludes various items from ILL. It states “Items such as equipment, museum passes and other library materials with the permission of the executive board.” The language is broad and may allow people to say this is like a museum pass so I don’t need to circulate it. Does it leave too much room for interpretation?

James Jackson Sanborn noted there is concern amongst members about some video games circulating and others not. Nancy suggested ending the sentence after “museum passes” and then a new sentence saying other items by permission of executive board.

Kevin wanted to make it specific for items we know of right now. Does it need to come back as an action statement? Kevin: Since we’ve tweaked it, it should go back to committee, they can put it out again, and we’ll vote on it in March.

Susan felt we’ve been delaying approval too long and making it look like we can’t make up our minds. I’m comfortable with it and would like to vote.

Kevin: That’s not our process but do you want to vote and give members notice of what we’ve done.

Nancy wanted the minutes to reflect that we deviated from our usual process but felt the policies had been thoroughly vetted by membership. Susan moved to approve and Shelly seconded. The vote to accept the changes was unanimous. James Jackson Sanborn suggested we open a ticket to get it on the website with the exact, final language.

The circulation committee will now establish best practices regarding the policies, James Rathbun said.

Old Business

Maine InfoNet Representative/Steve Norman

The board met earlier in the week to plan the spring directors symposium. It will probably include more than just directors. The board is looking for a date and a location-- maybe Bowdoin. The topic will be libraries and millennials; in particular, the culture of sharing. Board members are brainstorming speakers for the symposium, and looking at a new cycle of strategic planning. They are interested in finding a less cumbersome and exhaustive way to plan. They are looking at more of a direction than a plan. They also adjusted Minerva’s Memorandum of Participation because it says Maine State Library holds the contract while in fact Maine InfoNet does.

Maine InfoNet Executive Director/James Jackson Sanborn

The Maine InfoNet staff is continuing to work on the roll out of the new Sierra features. The Encore interface and Decision Center should be coming soon. Also, the work needed to bring Maine Maritime into Minerva will also begin soon.

Minerva Technical/Lynn Uhlman

They have been working on the new Sierra features. Sky River is very close to roll-out. The cataloging committee is looking at it and determining what needs to be done with the system side as well as the cataloging policies and best practices. Sierra 3.0 will be downloaded in January. James added that one benefit of our new contract with III is they are handling the threat posed by the Meltdown/Spectre vulnerabilities (which provide access to hackers).

Circulation Standards Committee: See above.

Cataloging Standards Committee

The report is attached. There is a request for action for change in procedure for handling DVD on-order records for theatrical releases. These would be prohibited. Kevin thinks this is moving in the wrong direction. We shouldn't be hiding these "Frankenstein" records but figuring out a solution to the problem.

Susan understands and said it would be great if the system worked the way it was supposed to but it's been worked through and she's inclined to accept the request. Both the cataloging and circulation committees are working on it, but realize this is not going to be the be-all and end-all. Susan moved, Nancy seconded and the vote was unanimous.

Kevin would like to discuss using full capabilities of our software at some point. There are things we could be doing that we aren't.

The meeting was adjourned at 11:45 a.m.

The next meeting will be held on **March 14, 2018**.

Respectfully submitted,
Elizabeth A. Soares
Secretary
Minerva Executive Board

