

MINERVA USERS COUNCIL MEETING
Friday, December 1, 2017
Topsham Public Library

Present: Brenda Pridham, Lincoln Elementary School, Augusta; Liz Soares, Augusta School District Libraries; Cynthia Young, Eastern Maine Medical Center; Susan Preece, Topsham Public Library; Nancy Noble, Maine Historical Society; Kevin Davis, South Portland Public Library; Katherine Morgan, Norway Memorial Library; James Rathbun, Baxter Memorial Library; Marcela Peres, Lewiston Public Library; Anne Mosey, Wells Public Library; Pam Gormley, Skidompha Public Library; Liz Doucett, Curtis Memorial Library; Joanna Breen, Boothbay Harbor Memorial Library; Ellen Conway, Falmouth Memorial Library; Debbie Lozito, Edythe L. Dyer Community Library; Kate Russell, Quimby Library; James Jackson Sanborn, Maine InfoNet; Megan Smith, Baxter Memorial Library; Kyle Neugebauer, Thomas Memorial Library; Catherine Morrison, Scarborough Public Library; Marian Dalton, Curtis Memorial Library; Jen Alvino, Windham Public Library; Suzanne Sullivan, Auburn Public Library; Michelle Connors, Kennebunk Free Library; Frank Dehler, York Public Library; Nikki Maounis, Camden Public Library; Nancy Crowell, Scarborough Public Library; Lynn Uhlman, Maine InfoNet; Josh Tiffany, Gray Public Library; Alisia Revitt, Maine InfoNet; Matthew Revitt, Maine InfoNet.

The business meeting was called to order at 10 a.m.

The minutes from the May 5, 2017 Users Council Meeting were reviewed and accepted.

Old Business

Update on Minerva Strategic Planning/Steve Norman

A committee was formed to review the work the executive board did in the summer of 2015. Shelly Davis, Susan Preece and Steve Norman met and prepared a document outlining what has been done, what still needs to be done and ideas for the future. (Attached) The executive committee will do another planning process (not necessarily a strategic plan) in 2019.

Update from Collection Development Committee/Cyndi Burne

Twelve libraries were originally involved, now there are eleven. Forty-three out of 58 member libraries responded to the survey. Although it didn't apply to schools and was long, the committee appreciated everyone who responded. Academic libraries are a different beast. We have to update our best practices. The committee now wants to turn over this work to the executive board.

New Business

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Changes in Membership/Steve Norman

Merrill Memorial Library, Yarmouth, has been approved to join us in the fall of 2018.

Maine Maritime Academy will join us in March, 2018.

Upper Kennebec Valley Schools is leaving.

Reports

Minerva Executive Board/Kevin Davis

Steve has moved from the public library representative to Maine InfoNet board. So we now have a vacancy for the public library seat. We are revamping the website.

Maine InfoNet Director/James Jackson Sanborn

At the last meeting in May (with III), there was a written update on the new contract with III. This went into effect in June. We're saving money and getting new products and add-ons. We are saving about 11 percent and there's been some improvement in our relationship with III.

MARVEL is being revamped through a Maine State Library initiative. A survey went out and about 400 people replied. Committees have been formed: Content, display, underlying technology. There will be focus groups, postings to the listservs, maybe additional surveys. Make sure your voice gets heard.

Maine InfoNet applied for a Maine Next Generation Foundation Grant. It was for \$300,000 and applicants were asked to describe their project in 30 words. MIN wanted the grant to hire an additional staff person for three years. They made it through the first two rounds but didn't get it. More staff is needed because the current staff is overworked already and more libraries are continually coming into Maine InfoNet.

Maine InfoNet is near completion of its current strategic plan. They have launched MILS and secured the new contract with III. The next step will be to develop "strategic directions" rather than a plan. They want to know where they are focusing staff energy and make that dynamic as situations change. Policies and procedures need to be looked at--some have never been written down.

Joanna Breen asked if there is an organizational chart for Maine InfoNet. James said there was a schematic and he would update it. Nancy Crowell noted that this question comes up when members meet with legislators.

Kyle Neugeberger asked about the length of the III contract. It is for five years. James noted that costs will hold steady for two years.

Maine InfoNet Representative/Steve Norman

Steve introduced himself as the new Minerva representative to the Maine InfoNet board. The MIN board is evolving. They want to change from 12 voting members plus James Jackson Sanborn to 13 voting members and James Jackson Sanborn. There is no longer a Solar Rep because Solar no longer exists. Now there is a MILS representative. The board member for special libraries will become at large.

Minerva Technical/Alisia Revitt and Lynn Uhlman

Since the server is now remove everything stayed on line during the power outages caused by the fall rain/wind event. We also have tighter international security standards.

Springvale was set to come into MILS in mid-December and Old Orchard Beach in mid-January. The latter has a chess collection that will be available through MaineCat.

Sierra will be updated as the new versions come out, with time allotted for problems to be worked out beforehand.

Finance and Budget/Amber Tatnall

Six libraries hadn't paid dues yet. New bags will be ordered soon and we are working with MILS on this order. The state library is working on getting additional totes. Minerva is in good financial shape.

Circulation/James Rathbun

Circulation meetings are being better attended.

Two new policies are in play--attendance at meetings and the regular running of notices. There were only four existing policies and the committee revised them. The committee has been soliciting comments and had received 16 already. James suggested taking a look so we would know what is happening. The committee will be discussing these new and revised policies next week and he will be prepared to report back to the executive board in January.

Cataloging/Katherine Morgan

Attendance reminder: Members need to attend/view three meetings by Jan. 15, 2018.

There will be another catalog training session in 2018. The executive committee approved the funds to pay for lunch and the committee is working on a possible date and the curriculum.

The committee is now running the roundtables and listserv and is answering questions. A survey is forthcoming.

Holly Williams is the new attendance keeper and Ann Russell is the new secretary.

Other

Nancy Crowell spoke about the role of public libraries in times of crisis, such as the rain /wind event in the fall. Libraries are an essential service, according to FEMA. Her community, Scarborough, did not lose power, but was overwhelmed with people seeking warmth and WiFi. It brought home the point of having a generator in the library. Freeport was down for days. We need to be proactive that we are an essential service. People could access their online courses at the library and independent business could keep operating using library services. Alisia Revitt mentioned that the Blue Hill Public Library is an official warming center. Susan Preece said Topsham is also a town-designated warming center. In the aftermath of the storm they had 50-75 % increase in usage. They even made coffee for visitors.

Nancy noted that FEMA has grants available for county emergency management agencies.

Wells Public Library lost power for a day and half. They are going through an expansion and a patron is paying to have solar panels installed on their roof. They are more than just a library with many community activities going on.

Kevin Davis saw weaknesses in the South Portland Public Library building; for example, all outlets are located on the perimeter walls.

Windham lost one day, but the rest of the town was out for nearly a week. The fire department designated them as a warming center and they want to formalize that designation. They opened the meeting room and served coffee and tea.

Nancy will send out FEMA information on the listserv. She said it was important for us to leverage it.

Camden shut down one day, then opened and gave people flashlights to get around. They snuggled in chairs in front of the windows. After the power went back on, there was an influx of people.

Huge pine trees over the driveway to the Hamden Public Library fell. Public works quickly cut a swath through and then people started coming. The library had two showers available.

Ellen said Falmouth had a broken sprinkler pipe, and closed one day. But then they opened the community room and it was wall to wall people. They never lost Internet connectivity. People were afraid for their businesses and were on their phones and laptops at 8 a.m. Trustees brought in food and coffee. It was an unusual experience and an eye opener for a lot of people. A generator is now on their wish list.

Nancy said people asked if they could bring in food, even do a potluck. However, tech needs had overwhelmed the available space. A group called Project Grace gave out gift cards to restaurants instead. This is an important conversation to have in your community.

A site called 211 Maine has information for people who need shelter. You can identify your library on it as a resource or post yourself as a warming center.

Carin Dunay said that Maine's community college libraries are in trouble. Kennebec Valley lost its library. Accreditation standards have changed. We used to have whole chapter devoted to library services but that is gone. Now, the library is mentioned twice. This is what happened to hospital libraries. I don't see this happening at SMCC but I'm worried about my sister librarians. There were huge layoffs last year. Some are now solo librarians. I don't know how they're doing it. I was hoping to see other community college librarians here but they probably couldn't get away. We're (SMCC) a learning commons now and the director is not a librarian. No one is here to speak up before we lose another community college library. Someone has to look out for us. A commitment from Minerva is needed to protect our own.

The business meeting was adjourned at 11:37 a.m.

Afternoon Program

Maine Shared Collections Project/Matthew Revitt

They are still trying to get more libraries involved. There are currently 1.4 titles in retention. When a library commits to retain items, this allows other libraries to weed these items if they choose. This helps free up space in these libraries. The collection analysis process is also beneficial.

New and Upcoming Features of Sierra/Lynn Uhlman

Mobile Worklists is an IOS app. You can use it to create lists, do inventory, weed, etc. It works as a barcode scanner and creates a list with brief information about the item. You can move, delete or star the items. You can bring the scanned information back into Sierra and use it in different ways. Can be exported as CSV files to be opened in Excel or Google Sheets. .

Sky River is a cataloging software package. You don't have to add a location. It has a simple keyword search function and you don't have to switch between indexes. You can specifically search serials. The facets and formats of the result lists give you more information. You can narrow the results. It includes a collection of databases from III libraries all over the world, James Jackson Sanborn said. The cataloging committee will be looking at it before it is released to general membership.

Encore is a next generation catalog that sits on top of or alongside the webpack. It is a much more modern interface that sits on its own server. It does not replace the webpack, and users can choose to go to the classic catalog (James Jackson Sanborn).

You can request directly from results. It has nice algorithm that is more robust than our current interface. You can place items in your shopping cart and request from. It provides intuitive spelling. You can choose it to only show what's available. It will give users additional suggestions.

Decision Center offers data analytics and actionable recommendations for collection management. There are nice statistics. Some 150 reports analyze collections, circulation, holds, patrons and acquisitions to better aid users with reporting, budgeting selection and weeding decisions. Users can evaluate top titles, item trends and expenditures. Hourly circulation by day

of the week is useful for staffing, etc. Information can be exported. Should be launched sometime by the middle of January.

The Greater Portland area libraries “Open Access” Experiment/Kevin Davis and Nancy Crowell.

The group includes South Portland, Scarborough, Walker, Baxter Memorial and Thomas Memorial. During the fall storm, patrons could go to a library that had power. Thomas patrons have checked out 1,398 items from South Portland. South Portland patrons have checked out 628 items from Thomas. They were the heaviest borrowers. Kevin said there was “no stumbling yet.”

Question: How does this arrangement affect non-residents’ fees? Nancy said Scarborough’s non-residents come from rural areas to the west and are not part of the open access program. Kevin noted that some higher-level services are only available at a patron’s home library. Another perk, Nancy said, is that in “emergency situations we already have a community.” On Veteran’s Day, some of the libraries were closed on Monday, others on Friday, one both days, Kevin said, so patrons could find an open library over the holiday weekend. Nancy: The hardest part was getting the agreement done. They tried to keep it simple but it still took a long time. Susan Preece commented that “Wouldn’t it be great if we can do it across the state.”

The meeting ended at 2:09 pm.

Respectfully submitted,
Elizabeth A. Soares
Secretary
Minerva Executive Board