

**MINUTES**  
**Minerva Users Council Meeting**  
**November 1, 2016**  
**Topsham Public Library**

Meeting called to order by Chair Kevin Davis, 10:08

Introductions: Julie Hoyle, Kennebunk, Michelle Sampson, York

Minutes from June 3, 2016 Users Council not available

**Old Business**

Memorandum of Understanding: Steve Norman presented the draft. The Council members endorsed sending the draft to the Minerva executive board for approval with one revision to #3 in the Maine InfoNet section.

Change: "Remember Minerva in all contract and negotiation plans."

To: "Consult with the Minerva Executive Board in all contract and negotiation plans regarding Minerva."

**New Business**

A revision to the Minerva By-laws was presented. The proposed change will enable the continuity of capable financial oversight rather than forcing a change in Treasurer every two year. The suggested language was amended by the Group and will be sent to membership for a ratification vote.

Amended language for approval:

Article 6: Officers

Sec 1: Election of Board Officers

~~b) Each officer shall serve a one-year term. An officer may not serve more than two complete terms in succession.~~

b) The Chair, Vice-Chair and Secretary, shall serve a one-year term and may not serve more than two complete terms in succession. The Treasurer shall serve a one-year term with no more than six complete terms in succession.

Collection Development Committee report: Cyndi Burne and Kevin Davis. Questions have been sent out by Cyndi. She is available to respond to questions including related to the 100 field.

**Reports**

Minerva Executive Board: Kevin Davis. It was noted that there weren't any recent minutes posted and the website is not up to date.

Maine InfoNet Director: James Jackson Sanborn. Solar is being decommissioned and libraries will transition to MILS or receive ILL service through the ARRC libraries. Some reference-only items are still listed as Solar, including hospital or special collections but they will become MILS or "reference only">

Download Library E-book platform: OverDrive complaints include that it is difficult to use, lacks titles, has long wait lists, there is no outside funding to buy content, and there is no capacity to add new

libraries. The Cloud Library, under consideration, provides savings in platform and support costs, \$30,000 more for content. Those with “Advantage” accounts can go to a “private” cloud or can make titles available to the consortium with priority loans to local collection.

We are half way through the five-year contract with ILL and discussions are underway. The ILS is falling short in a number of areas including obsolete code, web access, control by location, no integration to load or turn on profile. There is a problem with

lack of vendors for multi-type consortium such as ours.

Maine InfoNet Representative: Judy Frost. The ILL CEO is coming for a visit.

Minerva Technical: Alisia Revitt. Upgrade 3 is being skipped because of bugs. The problem of titles dropping from the hold shelf won't be corrected until the next upgrade. Quarter 4 upgrade will be done around Thanksgiving. Lyn is working on the receipt upgrade. Work continues to clean up the system codes to free up P-types. I-types will be next.

Finance and Budget: Amber Tatnall. A budget and finance report through October was distributed.

### **Committee Reports**

Circulation: James Rathbun. The committee is working on best practices. Procedures are being updated to require mandatory attendance at Circulation Roundtables.

Cataloging: Katherine Morgan. A written report was provided which describes the effort to improve attendance and track participation by all member libraries.

Membership: Steve Norman. Kaplan has left the consortium.

Meeting adjourned at 11:45 to be followed by an afternoon dedicated to “New Ideas, Initiatives and Inspirations”.

Minutes reconstructed from notes by Nancy Crowell