



## Minerva Executive Board Meeting Minutes

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Wednesday, September 12, 2018 -- 10:00am - 12:00pm

Maine State Library Studio

Zoom: Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/276275509>

### Attendance:

At Maine State Library Studio: Jen Alvino; Shelly Davis; Kyle Neugebauer; Steve Norman; Marcela Peres; Susan M. Preece; James Jackson Sanborn; Liz Soares.

On Zoom: Shiva Darbandi; Megan McNichols; Amber Tatnall; Lynn Ullman

*Also Committee Chairs and Members:* James Rathbun-Circulation Committee; Debra Tomaras and Carin Dunay -Cataloging Committee

**Call to order and introductions:** The meeting was called to order at 10:04AM. All were welcomed by the Chair, Shelly Davis. Introductions were made by those present and those attending via Zoom.

### **Review and acceptance of the minutes of the July 11, 2018 meeting:**

The minutes were reviewed and accepted by a motion from Susan Preece and seconded by Liz Soares with a unanimous vote.

Shelly requested that the agenda be modified to allow the Cataloging Committee and Circulation Committee to present their reports and any other items out of agenda order. Without objection, Carin Dunay and Debra Tomaras presented the Catalog Committees' report:

#### ***Cataloging Committee Report: (out of agenda order)***

1) Written reports were submitted and discussed. Debra, Anne Mosey and Carin Dunay are working on an instruction manual for Sky River. So far feedback is positive.

2) **Prepub. ARC and bootleg issues:** The board was presented with a *Request for Minerva Exec. Board Action* form for an official policy from the Executive Board:

***MOTION: Minerva catalogers will not add pre-publication, advance reader's copy, galley-proofs, or bootleg discs of any format to the Minerva ILS. The cataloging committee can take the necessary steps to remove any items from Minerva if needed.***

Susan Preece moved to accept the policy as written, seconded by Jen Alvino.

Discussion ensued about the pros and cons and whether this should be a policy or a procedure. The requirement for removal of items within a week might be problematic for some libraries. Such a policy would show publishers that we are working to eliminate this practice in Minerva.

**Vote taken: 8 in favor and 1 opposed; motion carried.**

James Jackson Sanborn requested that Albie be copied in the email about the vote so that the website can be updated. Carin and Debra will open a ticket and Susan will double-check the website.

3) **Request for Catalog Training:** Carin was asked by Katherine Morgan to find out where this request stands and presented a *Request for Minerva Exe. Board Action* form.

**MOTION:** *The Minerva Executive Board will provide monetary support in hiring a cataloging instructor to teach classes for basic and advance cataloging skills for Minerva catalogers in 2019.* Shelly responded that there may be some confusion about the request. The Exec. Board sees this as two issues: 1) Training 2) Cataloging Specialist.

There was extensive discussion on these items. In summary, with regard to training: The board fully supports training, however a proposal with costs, dates and background info. about the trainer is needed for a vote from the board. Once they are received, we can allocate funds and training can be set up. There is available money for training. Perhaps the request can be put out as an RFP and see who can provide this kind of training. We also need to think about whether we want to put this kind of training in as a budget item for regular training. This may become another expense that might have an influence on Minerva fees paid by consortia members.

Kyle and James talked about including MILS, Maine State Library or other non-Minerva libraries and asking them to “partner” with us to provide the training. Perhaps they could underwrite some of this and it would be useful for all. Minerva could take the lead on this and when we have info from the costs we could approach Janet McKenney about sharing this. This way we could all be a part of providing “statewide cataloging training”. Minerva might be able to offer scholarships for this training for those libraries that can’t afford the professional development fees.

With regard to the Cataloging Specialist, the Board previously voted to fund a catalog support position for one year as a trial to see if this would solve some cataloging problems/issues. This will need to be a trial, part-time, telecommuting position. The person will report to James Jackson Sanborn. It is hoped that this along with group training, will correct some of the cataloging issues we are currently handling. If this trial period proves to be beneficial to move into the budget as a regular expense, we can add it but again, it will have implications on Minerva fees.

A job description for the Cataloging Specialist was presented for comment. A motion to approve the job description as amended due to a minor grammatical error was presented by Kyle Neugebauer and seconded by Liz Soares. The vote was unanimous in favor of the job description.

There was discussion about the most effective way to get this position in place as soon as possible. It was decided that James Jackson Sanborn and Maine Infonet will post the job and handle recruitment.

A motion was presented by Shelly Davis to authorize Maine Infonet to recruit and hire for the Cataloging Specialist and to transfer not more than \$15,000 to support this position. The motion was seconded by Jen Alvino and passed unanimously.

James Jackson Sanborn was thanked for his work on facilitating the job description and handling the hiring, etc.

***Circulation Committee Report: (out of agenda order)***

James Rathbun indicated that the committee will meet again on October 10.

As he shared in the July meeting, a survey will be sent out to the list to elicit feedback about the following items:

1. The practice of collecting drivers licenses information
2. Placing holds on Sierra vs OPAC
3. Long in transit issues (Time frames were the sticking point on a this issue)

The last Circulation meeting did not record on Zoom. Minutes were taken but it appears that there was a technical “glitch” that resulted in no recording.

### **Old Business:**

#### ***Fall Users’ Council meeting - October 26 at Topsham Public Library***

Shelly asked for thoughts and input about this meeting.

In the morning, there will be standard agenda items including:

Review and approve minutes from past UC meetings

Possible bylaws changes, MOP etc.

It was suggested that a discussion of responsibilities and rights of consortium members be discussed so that we were clear about the requirements of being a Minerva member over and above the payment of dues.

Other thoughts included:

- Invitations to Merrill Library to come and be a part of the meeting. They are aware of the meeting and Susan will send an invitation.
- Shelly will create a draft agenda for the Users’ Council meeting and send it to the Board closer to the October 26<sup>th</sup> meeting.
- Susan will make sure that there are Frostys donuts and work with Blueberry again on lunch.
- Shelly will set up the reservation process.

In the afternoon some ideas are:

Revising committee charges and activities by dividing into interest groups and discussing goal or tasks for this year.

To this end, Shelly presented draft charges for the three committees which were added to the roster in the last Strategic Plan. It was suggested that the charges of the Circulation and Cataloging Committees be included in this listing along with their charges, making sure that they actually have a charge. Shelly will check with Circulation and Cataloging for their understanding and input.

At this point, James Jackson Sanborn mentioned the difficulty we are currently in since so many who were instrumental in making Minerva and other entities possible are retiring and we are forgetting why and how we do what we do. It would be very helpful to explain to those who are newer and those long in the systems the rationale and history of the basics. It might be better for all to have the same frame of reference and the assumed unwritten rules and norms. Perhaps this could be done prior to the committee charge breakout sessions in the afternoon.

It was suggested that perhaps, Steve Norman, Shelly Davis, James Jackson Sanborn, Kyle Neugebauer and Susan Preece work on a short history of the library world in Maine. Susan offered to get this group together.

Amber Tatnall reminded us that in previous iterations the Innovation Committees were to report and make recommendations to the Board. Marcela Peres suggested that this should be something that all committees are encouraged to do. Susan suggested a time frame for reporting back to the Executive Board be included in all committee charges to keep a feedback loop dynamic.

Some ideas should be given out to start conversations with each committee.

Zoom subscription for Minerva- credit card to come through Infonet

- New Business

- Job description for cataloging support position- Discussed earlier in the meeting out of order.
- Memorandum of Participation: Discussion about the three documents that she sent prior to the meeting. Steve mentioned that all of the documents under discussion were the result of other committees' hard work and were signed by different libraries as binding documents. He cautioned the group to keep this in mind. A severability clause was suggested in the next version. A question was asked about what the current new entry libraries are asked to sign. James mentioned that either everyone would have a different contract or we need to ask every library to recommit. MOP is between Minerva and their member libraries (2012) and MOU is between Maine Infonet (2017). Steve Norman reminded us that MOP was created to supersede the "agreement to participate" which was one of the older document. Legal counsel for the state required a Memorandum of Participation. Resource sharing was highlighted in this MOP. This has been a long standing point of contention since the understandings of

A committee of Jen, Steve, Susan and James Jackson Sanborn will dive further into this and will try to get info out ASAP. As with all other attempts to codify relationships this effort needs to take the time it will take to ensure maximum input and comfort for all libraries.

- Reports

- Maine InfoNet Representative –Steve reported on the Maine Infonets' goals and action steps. This has been a very useful and ambitious process that will move us all forward and includes practical steps. The highlights of this strategic plan were shared.
- Maine InfoNet- James shared some information of their new offices which are former dorms. The new digs are eclectic and interesting.  
Webinar for Cloud library is coming up from Bibliotheca primarily for those who have their own collections including information on how to buy items, etc. It will be recorded.

There will be a special pre-conference session on Sunday of the MLA conference sponsored by Maine Infonet. Miguel Figueroa, from ALA will be talking about the sharing economy and the implications for libraries. After lunch there will be a large group session, hopefully representative of all library types, talking about what it means to be participating in statewide sharing. What are the pain points about MaineCat memberships? What is working well and what is not working well in the statewide system. What is MaineCat –requesting and lending or union catalog? It is time to figure out how to move forward-do we need full on policies? Should we leave it as the "wild west?" More participation is anticipated in the next year through "direct to Innreach API." These will be libraries from other systems using KOHA, etc. who will be inputting records into MaineCat. James encourages as many people to come as can. More to come!

- Minerva Technical
    - Lynne Ullman and Alicia Revitt talked about the recent upgrade which have resulted in some changes which need to be re-learned. Statistics are “wonky” at this point. This will be corrected in the next upgrade (4.1) and work-arounds will be provided in the meantime.
    - III has not been responsive enough in some instances and Maine Infonet board will help address this. Russian hackers have sent huge numbers of spam tickets—yikes! PLEASE USE TICKETS FOR QUESTIONS OR ISSUES—yes, we are shouting!
    - Email bounces are being worked on. There will be some information forthcoming.
  - Finance –Amber needed to leave but included a written report
  - Committee Reports
    - Cataloging Standards – Discussed earlier in the meeting out of order.
    - Circulation Standards - Discussed earlier in the meeting out of order.
    - Membership Committee: Yarmouth (Merrill Memorial) coming on in November/December. There has been some interest from the Ellsworth Director. Beginning 2019, InfoNet may be able to accept some new applications—stay tuned!
  - Other –no other business presented to the Board.
  - Adjournment: Jen moved to adjourn the meeting at 12:45, seconded by Susan, The motion was unanimously approved and the meeting was adjourned.
  - Next Minerva Executive Board meeting: Wednesday, November 14
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**Mission Statement:**

*Minerva provides the structure, systems, and support for member libraries to enhance services to library patrons through collaboration.*

**Executive Board Representatives, 2018-2019:**

**Public Libraries**

Jen Alvino, Windham Public Library  
Kyle Neugebauer, Thomas Memorial Library  
Marcela Peres, Lewiston Public Library  
Susan Preece, Topsham Public Library

**Academic Libraries**

Shiva Darbandi, Maine College of Art  
Shelly Davis, Saint Joseph’s College  
Amber Tatnall, York County Community College

**Special Libraries**

Megan McNichol, Eastern Maine Medical Center

**School Libraries**

Liz Soares, Augusta School District

**Ex-officio:**

Steve Norman, Maine InfoNet Board Representative, Belfast Free Library  
James Jackson Sanborn, Executive Director, Maine InfoNet