

**Maine InfoNet Board Meeting
September 5, 2018 - 10:00am to 3:00pm
Bumps Room, University of Maine**

Present

Board Members: Pauline Angione, Nancy Grant, Marjorie Hassen, James Jackson Sanborn, Steve Norman, David Nutty, Jamie Ritter, Joyce Rumery, Ben Treat

Maine InfoNet Staff: Albie Dunn, Nelson Eubanks, Tim Pellet, Alisia Revitt, Lynn Uhlman

Discussion of the Strategic Plan to finalize the Organizational Goals

The Board members discussed the goals that were developed out of our retreat. Each committee reported out and discussion followed. One overall comment was to pay attention to the due dates of action steps to make sure we can accomplish the tasks in the time given. We also do not want to move items too far into the future to be forgotten.

We also need to have each group review the strategy screen.

Organizational structure committee (Marjorie, David Pauline) – the first step will be to appoint a three person Governance Committee. At the meeting David, Marjorie, and Nancy agreed to serve.

The Action Steps need to be adjusted with Step 6 becoming Step 4.

We also discussed the need for a separate Collaborative Board. We created that Board when we were a new 501c3. Over the next year we may want to merge the two Boards, but we will need to explore this to determine if the Collaborative needs to exist for a particular fiscal or protection purpose.

Environment committee (Nancy, James) – The Board did not have many comments on this and some tasks have been accomplished.

Finance committee (Steve, Jamie, Joyce) – The Board pointed out that we need to add revenue as an additional goal. It should be goal 2, with staffing becoming goal 3.

The Board spent time on the staffing goal since it will impact the work that needs to be done and related to the environment committee work and the libraries that may be added to MILS and Minerva.

Staffing needs may not be only full-time staff, it can be contractual staff and off-site staff for specific tasks.

Communication and partnership committee (Diane, Ben, Sarah) – the Board had questions about some of the action steps, and wanted some definition about MIN staff holding meetings with MILS libraries, if the CQI was the way we wanted to go or if there were other management

tools to use. The Board liked the best practices action and it may be helpful to search other states library groups for their best practices.

The Board noted that many of the action steps require a better education process for all libraries. And we need a way to get libraries to the point where they can feel comfortable with reciprocal policies and procedures.

Although the Board was not able to vote to accept any of the goals we felt we made progress towards final goals. Committees will need to look at their documents and make changes or edits as needed. We will bring these back for discussion at the next meeting. One member pointed out that this requires a discussion and cannot be accomplished via email.

The Maine InfoNet staff joined the Board for lunch at noon, the meeting resumed at 1:00pm.

Directors Report

James reported on Encore and the issues that III has not resolved, which now are seen in the OPACs. This has mainly affected government publications. Encore will remain beta until issues are resolved.

Mobile work lists is okay for all systems, the biggest use now is for inventory. This requires an Apple product.

Decision Center – for most of the reports it is by library, so this will be very useful for planning. There is documentation for the reports that was proofread by URSUS and Minerva staffs.

Patron self-registration was implemented by Portland Public Library and we can check to see how well it works for that library.

There was a discussion with Sarah Amato about MILS and adding libraries. James may use Sarah to help get the catalogs ready.

The Dewey updates are now only online and by subscription for \$275.00 per seat per library. James will look into consortia pricing.

Recap of the meeting with the accountant

James and Pauline reported on their meeting with the accountant. The accountant focused on the physical practice of monies in and out. It was determined that more segregation of duties is needed and another staff member has to be involved with the process. Someone needs to be named as treasurer and has to be involved with the invoices and the bank statements. The accountant talked about bonding the director and prevention of identity theft.

There needs to be an outline of the reports we should receive. There needs to be a conflict of interest policy and a whistleblower policy. We also need to review the 501c3 bylaws.

If we need a lawyer the Maine Association of Nonprofits provides some hours at no cost.

The Board will get the final report at the October meeting.

Preconference update and planning

We need to do more promoting of the preconference as of 9/5 we have 29 attendees. We need to push this to URSUS and other groups. We need to rewrite the statement about the talk, the current text is from our early planning when we did not have specifics, so that change may help too.

We also need a message about the expectations for the afternoon so that possible attendees will know what to expect. A blurb from Miquel might be helpful too.

Fundraising Committee and their attendance at the November meeting

We need to replace Barbara who was the Board representative to the Fundraising Committee. It might be good to have more than one Board member on the committee.

Discussion with the MIN staff, an in depth introduction to the work of the staff

The Board and MIN staff had a very good discussion about the issues the staff faces and how the Board may be able to help.

One issue was the Board asking for more libraries to join. This has consequences that the Board needs to realize. For instance, if staff are involved with bringing libraries into MILS or Minerva we need to know that library staffs training may be curtailed or delayed. This has the result of more tickets which then have to be addressed which may take more time away from training.

It is understood that some libraries have more capacity to take on issues, but other libraries may be volunteer only and unable to take care of issues on their own.

We need to look at the rights and roles of libraries versus Maine InfoNet.

The Board will take on the task of communicating issues up through ILL staffs to help effect changes that will help the MIN staff and the libraries. We learned that we are not using all of the ILL software capabilities and that some problems result from ILL not really working well in a consortium although they state that they do so.

At 3:00pm the meeting adjourned to the Maine InfoNet offices at York Village.

The Board and staff enjoyed a tour and refreshments. We thank the staff for their hospitality.

