

Maine InfoNet Board Meeting Minutes – October 10, 2018

Attendance: Joyce Rumery (Chair), David Nutty, James Jackson Sanborn, Jamie Ritter, Nancy Grant, Steve Norman, Sarah Campbell, Marjorie Hassen, Pauline Angione, Ben Treat

Minutes from the September 5, 2018 meeting: Motion to approve was made and seconded with one change. It was noted that the terminology that came out of the retreat does not match our documents. The Organizational Structure Committee should be the Governance Committee. **Minutes unanimously approved.**

Debrief on Discussions with MIN staff at the September 5, 2018 meeting:

The Board broadly discussed the amount of work the staff handles, and understands the need for additional staff, as well as professional development opportunities for existing staff.

Recognized that a significant amount of staff time is spent on tasks that are not core to advancing the mission of many strategic principles. Examples that were discussed reflected the time spent on addressing Bounced-Back emails, invoicing member libraries, and other redundant administrative-type tasks. Discussed looking at alternatives to staffing (i.e. remote-work through another library's staff, or centralizing functions like cataloging) some of these responsibilities. Minerva has \$15,000 in funding to have a 10 hour per week staff to assist with cataloging, but this does not address the other needs of Maine InfoNet.

The Board thoroughly discussed some of the staff's concern that working with the primary ILS vendor Innovative Interfaces Inc. (III) can be frustrating due to slow acknowledgment of tickets and service issues. This seems to have been mitigated somewhat by the staff copying higher level III staff on issues that are not resolved.

Will make annual out-reach to III a high priority to engage & reiterate the importance of strong service commitments from III.

Strategic Planning / Strategic Committee Discussions: There was broad discussion throughout the committee updates as to what "type" of committee these strategic committees represented. For example, is the Finance Committee the Board's finance committee or a committee formed to inform the process around strategic discussions – the latter is the case. Each of these "strategic" committees were designed to inform the strategic planning process.

Organizational Structure Committee:

Significant discussion around the role of this committee and any distinction between the Governance Committee. Informed by this discussion, the Chair, appointed David Nutty, Nancy Grant, and Marjorie Hassen to serve as the Maine InfoNet Board's Governance Committee in addition to serving on the strategic planning Organizational Structure Committee.

The Committee provided a recommendation to use the At-Large Special Library seat to allow for Maine Community College System representation. This item was tabled after significant discussion and the board asked the Governance Committee to formally present a recommendation at the November meeting that addressed questions from the board related to using that particular vacant seat, and/or potentially creating a new seat via a change in the By-Laws.

Finance Committee:

This committee presented updated revisions to goals and objectives relating to fundraising and development as well as revenue generation through potential membership fees.

The Chair re-affirmed that the Fundraising and Development Committee would consist of James Jackson Sanborn, Ben Treat, Steve Podgjan, Gene Wiemers, and Sherri Bergman. Additionally, an official "charge" for the Fundraising and Development Committee was put forward by Steve Norman, discussed and modified and unanimously accepted by the Board.

The charge as adopted is: The Fundraising and Development Committee will investigate opportunities for grants or other means to provide funds to support specific projects in line with strategic goals formulated by the Board. The Fundraising and Development Committee will identify three grant/funding opportunities a year and will apply for and oversee one or more fundraising opportunities a year.

Additional discussion took place around membership fees and revenue generation. Holistically the Board agreed that new approaches must take place to ensure long-term sustainability of Maine InfoNet.

Remaining Maine InfoNet Board Agenda:

In the essence of time remaining for the meeting, the board elected to move remaining agenda items to the November meeting.

The Board briefly discussed broad-based board development and the potential of members to attend a Board-Training Conference hosted by the Maine Association of Non-Profits (MANP). As an interim measure Jamie Ritter offered to look into a MANP representative attend a MIN Board Meeting to complete an abbreviated training for all members at a future meeting.

Meeting Adjourned 3:00pm.

Maine InfoNet Collaborative 501(c)3 Board Meeting Minutes – October 10, 2018

The Chair opened and convened the Maine InfoNet Collaborative 501(c)3 Meeting of the Board.

Attendance: Joyce Rumery (Chair), David Nutty, James Jackson Sanborn, Jamie Ritter, Nancy Grant, Steve Norman, Sarah Campbell, Marjorie Hassen, Pauline Angione, Ben Treat

James Jackson Sanborn and Pauline Angione provided updates on meetings with the accounting firm. Significant governance action needs to take place over time to ensure that the organization is structured around best practices for financial accountability and risk.

The initial step in this process is to have an active and official Treasurer. The Chair nominated Pauline Angione. The nomination was seconded, and unanimously approved.

The Board further discussed the importance and requirement to have an official Finance Committee that would meet at least quarterly and then share financial updates and reports to the full Board. Discussion confirmed that the Chair has the authority to appoint standing committees, and as such, appointed the following members to serve on the Finance Committee: Pauline Angione, Joyce Rumery, Sarah Campbell, James Ritter, and James Jackson Sanborn (ex-Officio on all committees).

Brief discussion ensued relating to the merging of the Maine InfoNet Board and the Maine InfoNet Collaborative Board in order to carry out Maine InfoNet's work solely under the auspice of the legally recognized 501(c)3 Collaborative. All members agreed that this appears to be a logical step forward, however acknowledged that legal guidance should be sought before any formal action is taken. It was also acknowledged that this will require work on the part of the Board to redo the Bylaws for one Board.

Meeting adjourned 3:30pm.

Respectfully submitted,

Jamie Ritter, (ex-Officio Maine State Library)