

Minerva Users' Council Spring Meeting
May 10, 2018
Maine State Library Studio

Present: Josh Tiffany, Carin Dunay, Kevin Davis, Shelly Davis, Steve Norman, James Rathbun, Liz Soares, Nancy Noble

Via Zoom: Judi Moreno, Ellen Conway, James Jackson Sanborn, Amber Tatnall, Lynn Uhlman, Janet Elvidge, Megan McNichol, Elizabeth Phillips, Kyle Neugebauer, Susanna Pathak, Michelle Connors, Suzanne Sullivan, Anne Romans, Nancy Crowell.

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

We reviewed the minutes of the Fall Users' Council meeting. The statement: "There are currently 1.4 titles in retention" (regarding the Maine Shared Collections project) was unclear. Kevin will check with Matthew Revitt on this.

Kevin noted that we were using the Zoom video-conferencing system for a users' council meeting for the first time and welcomed everyone on the remote connections.

Review of the budget:

Kevin: Amber presented four different scenarios for us; We approved the fourth one which allowed us to reduce costs and have a paid Minerva position as well. This will probably be a cataloging support person, but no final decision has been made yet.

Amber: We are doing very well. We have a nice cushion. We have a big carryover and are through most of our expenses. Dues are in, we're getting a little interest, and generally wrapping up the year in fine fashion. We cut Minerva dues to \$4,000 and added the support staff position. We can add a Zoom account, which isn't pricey at all. I would put it out again: How can we creatively spend this money?

Kevin: We need ideas for enhancements to Minerva technology or initiatives. Users should not be shy about bringing them to the executive board for consideration. He thanked Amber for "all the work you've done in keeping the books in order."

Minerva Support Position:

Kevin: It's exciting that we can have a dedicated support position. Carin said that the cataloging committee would like to be involved in any hiring. Steve noted that this would be a contracted, not permanent position James Jackson Sanborn said it would be like Ellen Conway's position with Maine InfoNet: hourly, with a set number of hours per week, and paid through a staffing agency so MIN doesn't have to get involved in payroll taxes, etc. Ellen works across MaineCat, but this new position will be dedicated to Minerva.

Reports

Minerva Executive Board

Jen Alvino (Windham Public Library), Kyle Neugebauer (Thomas Memorial Library), Marcela Peres (Lewiston Public Library) and Shiva Darbandi (Maine College of Art) are our newly-elected members.

Shelly thanked Nancy, Kevin and Janet, who are leaving the board.

Maine InfoNet

James Jackson Sanborn: Alisia Revitt is now back part-time by end of May will be back full-time. We are going into our second year of five on our III contract. Costs will remain the same and we are still getting a discount.

Implementation of the additional features is going slower than anticipated.

They just released beta cataloging interface for URSUS. MaineCat will be updated, then Minerva. The "classic" interface will still be available.

The bills for the Cloud Library are out and some payments have come in.

Minerva invoices have been sent to the 20 libraries who want it this fiscal year and the rest will go out July 1.

Ursus and MILS each has purchased \$3,000 worth of bags, which includes 400 large and 500 medium. This will hopefully relieve what seems like a perennial bag shortage.

Maine InfoNet Board Liaison

Steve: On, July 12 at Bowdoin, the MIN board will hold a strategic planning workshop. They will update the previous plan. Minerva followed suit the last time, so this may be a harbinger.

The Maine InfoNet board, in conjunction with the Maine Library Association, will offer a pre-conference to the MLA conference on Sept. 30 at Sunday River. Miguel Figueroa of the ALA Center for the Future of Libraries will be the speaker. It is hoped that school librarians can attend more easily and academics will be drawn in.

The Minerva Memorandum of Participation needs to be updated because the Maine State Library no longer holds the contract for III.

Minerva Technical

Lynn: We will upgrade to 3.4 Sierra the week of May 14.

The offline client will have a new look and feel and may be more modern and easier to use.

There will be more capability to gather more information on fines paid and collection data though it may take more time to do it.

Sierra 4.0 is going to come out soon. There will be automatic renewal of checked-out items. We will also be getting some expansion of ptypes and itypes--up to 2,000, but we've actually been trying to streamline them.

The number of material types and item statuses available will also increase.

Maybe the committees can work on policies for using these and not let libraries use them willy-nilly.

We are now doing yearly updates on passwords for greater security.

Lynn went to the Innovative Users Group conference in Orlando. She had a great opportunity to network with many people, and was given scripts she can use to create reports and clean up the system. She also was able to obtain training documentation and skill assessments, which will help to see if people can actually do what they need to do to fulfill our policies.

The pre-conference focused on how to sell yourself as a consortium. It is useful to have a generic report that is useful to everyone in the consortium. When a user is asked, "Why are you in this consortium, why do you pay a fee to belong?" the user can offer the report.

Lynn will post the materials from the conference when they become available.

Implementing the new products has been slow, but is moving along.

Sky River almost done, and hopefully will be ready to hand off to the cataloging committee by the end of the month.

Mobile Worklists work better for some than others, depending on Internet connection.

Lynn noted that the Cloud Library will be blocking patrons by expiration date and patrons whose records contain "nblock."

Circulation Committee:

James Rathbun: We updated all existing policies and added two new ones, which were approved in January.

The grace period for meeting the minimum information requirements for patron records goes until January, 2019.

The attendance policy is working.

They are going to begin working on our best practices manual at a full-day meeting.

James was asked if the circulation roundtable meetings could be "Zoomed." He will look into it.

Cataloging Report: Attached

There will be a cataloging workshop at Topsham Public Library on June 1.

Holly Williams is new attendance recorder.

Those with questions should ask them at minerva.cataloging@gmail.com.

We need to keep up cataloging list. Kevin has noticed other lists are out of date as well.

Carin suggested asking directors to ask their catalogers to update the information.

Other

Kevin: The Southern Maine "open access" group includes South Portland, Scarborough, Walker, Baxter Memorial, and Thomas Memorial public libraries. It is continuing to go well. Between July 2017 and mid-March, 2018, there were 8,000-plus transactions. They will consider new members in July.

James Rathbun said it is working well; patrons like it and it works well for us as a library.

Kyle said: Our patrons really love it. People love to be able to visit other libraries.

Kevin: Patrons get complacent with their libraries, then they go out and that see other libraries are doing interesting things.

Nancy: We're very pleased as well.

Steve: Belfast and Camden are starting the conversation. Non-resident borrowing has been a hot topic for the past few years, and we hope to get beyond that. Belfast charges non-residents for a library card. Northport and Swanville made annual contributions so residents didn't have to pay a fee. But they are such small towns, the city council ended the practice.

Kevin offered to provide data that would show that cooperation shouldn't lead to loss of revenue. The number of non-resident cards could go up as people from other towns want services not included in the cooperative agreement, such as park passes and priority holds. James Jackson Sanborn said it's good to have a formal arrangement and offered the help of Maine InfoNet to libraries who want to set up such agreements.

Steve suggested that one way to use Minerva money would be to subscribe to the Cloud Library Advantage program and purchase additional titles. It's costly, and maybe Minerva could match purchases to a certain amount. Amber noted that not all Minerva members belong to Cloud Library, so this wouldn't benefit all. Kevin said that all Maine residents can get access through the State Library.

Amber: Maybe subsidize Cloud Library throughout the consortium? Josh: Maybe we could purchase popular items in order to have multiple copies for a limited amount of time. James Jackson Sanborn noted this would require the creation of a "library" in Sierra, as well as a physical space and someone to run requests.

At the fall user's council meeting, Carin had talked about cuts at KVCC and CMCC; it turns out small libraries are endangered too. She said the community colleges have some tough years ahead. They are responsible for every student in Maine. We provide so much to Minerva. We have the research collections and are used heavily, she said.

Shelly said that this might be something the collection development committee could have addressed, but they have disbanded.

Amber said we have several ideas for safety nets. Carin: We could help by relaxing policies when, for example, libraries can't add to their collection for awhile we can relax policies. We don't want to let people slip out of the system. Amber: We could be more committed to their libraries than their administrations are and that's a recipe for disaster.

Kevin: Community college librarians should talk about this issue.

Lynn: Cataloging support is helpful. This came up at IUG. Other consortiums provide it for the whole consortium at one location or several. Our libraries are losing catalogers because it seems like an easy position to cut. The support cataloger can put in master bib records or catalog actual items. This helps keep the catalog clean and helps libraries who have people doing lots of things. Kyle: This would help even the gap between have and have-not libraries.

Janet suggested a new Maine Libraries bumper sticker.

Kevin noted we have talked about signage on Freedom Express vans. Maybe we can work with MLA on that?

Nancy: Advocacy? That seems a need and we have a compelling story.

Kyle: Do we have a working list of what our rainy day threats are?

James Jackson Sanborn said he liked the participation via Zoom but maybe we need to do a survey: Why didn't you attend the meeting in person or through Zoom?

The meeting adjourned at 11:35 a.m.

Respectfully submitted,
Elizabeth A. Soares
Secretary
Minerva Executive Board