

**Maine InfoNet Meeting  
February 4, 2019  
Minutes**

**Attendance:** Joyce Rumery, Pauline Angione, Marjorie Hassen, Nancy Grant, David Nutty, Steve Norman, Ben Treat, Sarah Campbell (via video Zoom), and James Jackson Sanborn

Additional Attendance: Lisa Shaw (MSL), Janet McKenney (MSL)

- Welcome and Introductions took place.

**Updates to the Agenda:**

Added Financial update to the agenda, and added a discussion of “Box” hosting and organization of documents in Box.

**Minutes:**

January 7, 2019 minutes were moved and seconded to be approved. No corrections. Unanimously passed approval.

**Introduction and Getting to Know MSL Specialists:** Lisa Shaw provided a brief update as to her role in working with small and rural libraries in Maine. She helps to ‘scale’ best demonstrated library practices and services for very small libraries. Discussed role in working with Department of Labor, University of Maine, and the Maine Community College System around workforce development in Maine communities – efforts include micro-credentialing, digital badging, and other related efforts.

**Governance:**

Discussed needing to re-capture vote on the Governance Committee recommendation that would create two at-Large seats with no specific library designation. Adopting the change was moved and seconded and was approved unanimously.

**Merge MIN Board into Maine InfoNet Collaborative:**

Significant discussion and review of full by-laws of the Maine InfoNet Collaborative (including items from the Maine InfoNet Board’s bylaws). Overall agreement on numerous recommendations. Discussion around process relating to the election of Board Members took place and members agreed that exercising a level of independence and review of potentially new members is important (i.e. board members must be elected and approved by the board). Changes discussed will be incorporated into an updated draft to be reviewed and voted on at the next meeting.

**Finance Committee:**

The Board indicated that they would like Quarterly Financial Reports presented at the applicable Board meeting.

The 2017, IRS 990 tax filing for the most recent past tax year has been completed and the Finance Committee recommended it be submitted. A motion was made and seconded to accept the Financial Committee's recommendation. The 2017 IRS 990 tax filing will be submitted.

Discussion took place around a Financial Policies document to ensure that we focus on best demonstrated practices around fiduciary responsibilities. A formalized financial policy document will be presented to the Board for review at a future meeting.

**"Box" Document File Storage Organization:**

Discussion around a proposed structure as to how folders and files would be organized in Box. Date will be used to provide structure to naming conventions in the YYYY-MM-DD format. Joyce hated this idea – I mean viscerally hated it.

A file noted "draft" minutes along with the file of "final" minutes will be maintained in the appropriate meeting folders.

**Triple I:**

CBB discussing meeting with Triple I to discuss their next renewal period. CBB requesting in person meeting with Triple I – still not discussed.

**Development Committee:**

Met end of January 2019. Will attend the March 4, 2019 Board Meeting. Big Question: What is the Board's commitment to fundraising and development as it relates to MIN's efforts to expand services (i.e. expansion, download library, more staff, etc.)?

**Executive Director's Report (Highlights):**

- MILS – Millinocket live and Thomaston next in queue
- MINERVA – Merrill Memorial live
- MINERVA dedicated cataloger has been hired to assist with MINERVA libraries records (assistance with record clean up)
- January 2019 Download Library statistics highest downloads to date 38,307 downloads versus 34,517 January 2018

Brief Legislative Updates.

Meeting adjourned at 3:35 pm.