

Maine InfoNet Board & Collective

November 5, 2018 meetings

Minutes

Maine InfoNet Board called to order

Attendance: Joyce Rumery, Nancy Grant, Ben Treat, James Ritter, Sarah Campbell, Paula Angione, David Nutty, James Jackson Sanborn, Steve Norman, Diane Nadeau

Additions/changes to agenda: Finance Committee to have a short report at this meeting.

Approve minutes of October 10, 2018: Steve Norman moves, Nancy Grant seconds. Approved.

Finance Committee: Pauline, Jamie, Sarah, James, Joyce. This is the Finance Committee of the board, which comes out of the recommendations of the accountant. Accountant recommends monthly review of balance sheet, profit & loss (P&L), accounts receivable, accounts payable, age of accounts receivable & payable. Best practices for organization - someone to review account reconciliation.

Finance Committee will bring these recommendations to the full MIN board to create policies, such as requirement for co-signing checks over a certain amount; board policy giving Exec Dir authority to sign & deposit, segregation of duties around receiving payments.

Fair amount of outstanding download library fees.

Sept & Oct notes are in Box.

Seeking bonding, D&O coverage, and cybercrime insurance quotes.

Strategic Plan work:

- Four final drafts in need of editing so that they have the same style, template, controlled vocab, writing conventions, italicization... and can be seen as a single document. Jamie will get them in the template with minor editing. David will look at naming conventions and other finer-tuned editing.
- Where will we put this? "2018 Strategic Priorities Planning" folder.
- Finance Committee:
 - Importance of naming a body other than "the Board" as having responsibility
 - Sarah, Ben, Jamie, James to work on crowdsourcing; example in the past was Chilton's, but we need something
 - Jamie, Joyce, James, Nancy to work on policies and practices and pricing of other consortia
 - Goal 3: How do we assign the fundraising element of this goal? Read it as relevant to the need for funding for increased staffing.
 - Dates need to be moved further into the future, and recognize that the staffing question is long-term. Move dates forward to March 31, 2019.

- Move dates for Organizational Goal 2 into Jan/Feb 2019.
- Communications & Partnerships:
 - Do we need to break out “Board” more broadly?
 - Drop Objective 1.3 (CQI) but reconsider it in the future.
 - Goal 2 -- reciprocity & statewide borrowing are topics that have also risen out of the Maine InfoNet conference, and MSL is starting this conversation. Effort to lead with examples of 70+ libraries that already engage in reciprocal practices.
 - Importance of breadth of libraries, including libraries that don’t participate in any of the systems.
- Sidebar: outcome from pre-conference survey?
 - 12 of 52 attendees have responded
 - Listening sessions? Went to a large number of libraries, Presque Isle through Kittery, answered questions about Maine InfoNet. Wanted to hear from them about issues. General support from the Board for future listening tours, possibly involving less travel (Zoom, e.g.). Add listening to that part of the strategic plan.
- Jamie will have the first pass at editing done by the end of the week and David will have the second pass completed by the end of the month, with the goal of adoption by the December meeting. It will be in a **single document**, one format, clear filename.
- James to create a Google Calendar for us to share/view

Continue move to combining Board and Collaborative: James will contact Maine Assn of Nonprofits (MANP) lawyer, and then if necessary Aaron Pratt, who helped with our incorporation.

Discovery Issues (Summon/EDS/OCLC): coming up on end-dates of contracts for EDS, Summon, etc. Impact on MIN staff, esp. Tim Pellett. MIN-managed, but not MIN-funded. URSUS and MSL are each developing process. OCLC does have a product, but it’s not a major thrust of theirs. Board should be updated and MIN team members should be involved. Need to assess the vendors’ ability to fairly represent and link out to the content libraries get from competitors’ databases.

Director’s Report & ILS update:

- James visited EBSCO; heavily academic-library focused group; brought up the challenge of multi-type and multi-size
 - FOLIO - open-source library services platform; not an ILS, but a platform/framework into which you could plug heterogeneous systems that would make up your ILS -- e.g.--you could plug a catalog in, a discovery OPAC, a circ module (from different vendors). FOLIO is not an EBSCO product, but they are interested in it; EBSCO probably hoping to build a couple of those pluggable pieces. Partners mostly academic.
 - Discussed the issues with discovery and neutrality
 - Discussed the issues with consortial e-resources stats-keeping (CC++ model discussed); standardized well-documented.
 - No big issues came up that we weren’t aware of or experiencing ourselves.

- Marjorie informed James via email that CBB is getting ready to open up conversations with ILL and invites MIN participation in those conversations.
- Work with Aroostook County libraries is a priority
- Ongoing purchases in MIN Download Library; planning on purchasing high-demand libraries. Discussion of school librarians' options, including an option Overdrive created recently; information can be found on the MIN Web site. May try to develop comparison to help school librarians compare products.

Motion to adjourn: David moves, Jamie seconds.

Maine InfoNet Collaborative called to order

Attendance: Joyce Rumery, Nancy Grant, Ben Treat, James Ritter, Sarah Campbell, Paula Angione, David Nutty, James Jackson Sanborn, Steve Norman, Diane Nadeau

Motion to approve minutes: Jamie moves, Nancy seconds. Approved.

Progress report on Finance Committee: to meet monthly; best practices being written up to be reported to the Board as recommended policies for review and approval.

Motion to adjourn: David moves, Paula seconds, passes.

Respectfully submitted,
Ben Treat