



## Minerva Executive Board Meeting Minutes

Wednesday, September 11, 2019 | 10:00am - 12:00pm

Maine State Library Studio: Zoom <https://zoom.us/j/171331254>

Documents for the meeting housed on [Google Drive](#).

In attendance: Shelly Davis, Steve Norman, Jen Alvino, Kyle Neugebauer, Josh Tiffany, Liz Soares, Janet Bolduc, James Jackson Sanborn, Susan M. Preece

On Zoom: James Rathbun; Lynn Uhlman; Courtney Sparks; Kevin Davis, Sarah Schultz-Nielsen

- Call to order: *Shelly Davis called the meeting to order at 10:05.*
- Review and acceptance of the [July 24, 2019 meeting minutes](#) *The minutes from the July 24<sup>th</sup> meeting were unanimously approved on a motion from Jen Alvino, seconded by Liz Soares.*

*Shelly asked the board to adjust the agenda to allow James Rathbun, Head of Circulation Standards Committee to present first, as he had another appointment. Without objection, James presented a request from Minerva Circulation Standards Committee to remove the last line – “This policy does not require retroactive conformance, but members are encouraged to adapt grandfathered items to this policy as staff time allows.”—from the Single Format Multi Disc Sets cataloging policy. Susan Preece and Jen moved and seconded acceptance of this request. After discussion about how many records would need changing and whether there could be a system-wide batch update, it was decided that at least a six-month time frame is needed for compliance. Kyle Neugebauer pointed out that we also need to consider the cost of supplies (cases and other materials) that some libraries would need and recognize that they may not be included in budgets at this time. James Jackson Sanborn also mentioned that priority could be given to popular and newer items that are in high demand. Susan and Jen amended their motion allow some leeway at the Circ. Standards discretion to work with libraries who need additional time but included an optimal timeline of six-months for most libraries to complete their work on this clean-up. James Rathbun will update the Executive Board as necessary*

*James R. also presented a Minerva Violation of Policy notification which can be sent to those libraries that are not in compliance with Minerva policy. Jen mentioned that the Executive Board should discuss penalties for violations and send out a notice to the membership when they are decided. She asked that this item be place on the agenda for the next meeting. James R. was excused and thanked for the committee’s work.*

- Old Business
  - Membership guidelines for all committees
    - Innovation, Cataloging Standards, and Membership reviewed last meeting. Circulation Standards, Communications and Marketing, and Financial Sustainability were in process. *Shelly requested that Communications and Marketing and Financial Sustainability present guidelines at the next meeting so that the website can be updated ASAP. Janet noted that a webpage for each committee was to be developed for the Minerva website to help with promoting committee participation. Susan needs the information to add this to the website.*
  - Pre-paid credit card for Minerva Treasurer
  - Zoom subscription for Minerva *Shelly presented solutions to the items of pre-paid credit card and Zoom subscription which have been on the agenda for several months. The need for a pre-paid credit card was predicated on our desire to have an independent Zoom subscription. After discussing the issue with MSL, it was decided that these items are no longer necessary and will be removed from Old Business.*
- New Business
  - Fall Users Council meeting, Friday, October 25 (virtual) - agenda items? *Shelly asked for agenda items for the meeting. The following items were suggested: Multi disc set policy; Innovation Award; highlight committees and membership needs; update on the Reciprocal Borrowing Project.*
  - “Welcome Wagon” responsibilities for new directors of Minerva libraries. *Kyle mentioned that we need to recruit some member to mentor or assist new directors about Minerva’s policies and procedures and also to figure out what reasonable things other libraries can do to help neighboring libraries. Communications and Marketing Committee should be responsible for welcoming new directors to existing Minerva libraries and providing information/support and helping to facilitate local connections should the director not be familiar with the consortium. Susan talked about the New Director Institute being run by MSL. Janet Bolduc suggested that a formal mentoring system be created that would be inclusive of all.*

*To be approved at the 11-13-19 meeting*

- Survey of academic library members *Shelly and Shiva have been talking about drafting a survey of the academic libraries in Minerva. It is important that we not forget the concerns of these members of our community.*
- Discussion of physical collections and open lending - current and future threats and opportunities for Minerva
  - Review of the [Intra-Minerva Request Policy](#) and the [Local Short Term Materials Collection Policy](#)
  - Are additional guidelines/policies needed to facilitate responsible implementation of local use only collections?

*After a lengthy discussion with regard to the history and evolution of these policies, it was decided that an Intra-Minerva task force be created to address the issues of “best seller express” collections and how they should be handled in the Consortium. The major issues include local control of collection development; the “serendipity” factor of having popular items on the shelves for patrons and what effect these decisions may have on overall consortial borrowing. Shelly agreed to chair this task force. Board members, Jen, Susan and Josh Tiffany along with directors, Sarah Schultz Nielsen and Kevin Davis agreed to serve with Shelly. Shelly will organize a virtual meeting and report back.*
- Reports
  - Maine InfoNet Representative *Steve Norman reported that Maine InfoNet continues to work on a Strategic Plan focusing on sustainability (funding, staff, etc.) and on the long horizon, the ILS contracts.*
  - Maine InfoNet *James encouraged all to register for the MLA pre-conference session on policies and other system related issues. They have procured an OWL for Maine InfoNet which will live in the Orono area.*
  - Minerva Technical *Lyn Uhlman is working on an OWL checklist for meetings for folks who have not used it before. This will enable meetings to take place at a variety of locations. Reminder that more microphones many be needed as the sound diminishes the further one is from the OWL. We will not be upgrading to Sierra 4.3 because it is “buggy” but are looking forward to 5.0.*
  - Finance *Amber Tatnall, via written report that business as usual continues with no issues to report.*
- Committee Reports
  - Cataloging Standards, *The Board considered the RFA from Cataloging supported by Circulation to purchase an OWL, Laptop, Pelican case, TSA lock and cable organizer with lock adapter for the use of Minerva for meetings. Jen moved the request, seconded by Shelly. After discussion as to where the items will reside when not in use, upkeep and how they will travel (Josh and Gray will take on the responsibility for this), the Board voted unanimously to allot no more than \$1,400 to this purchase. The motion carried unanimously.*
  - Circulation Standards *James reported previously.*
  - Communications and Marketing *No report*
  - Financial Sustainability *No report*
  - Innovation *On behalf of Innovation, Susan and Kyle reported on the Innovation contest and shared the notices that have been sent to all Directors. Tell your friends and check the Facebook page for more info.- Minerva Innovation Competition*
  - Membership *Jen reported that the application period closes on Friday and they have no applications so far. Discussion ensued about the likelihood of this happening in time or if we will need to resend in the spring.*
- Other *There being no other business, Jen moved to adjourn the meeting at 12noon.*
- Adjournment: Next Minerva Executive Board meeting: November 13, 2019

Respectfully submitted,

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**Mission Statement:**

*Minerva provides the structure, systems, and support for member libraries to enhance services to library patrons through collaboration.*

**Executive Board Representatives, 2019-2020:**

**Public Libraries**

Jen Alvino, Windham Public Library	(2018-21)
Kyle Neugebauer, Thomas Memorial Library	(2018-21)
Susan Preece (Secretary), Topsham Public Library	(2017-20)
Josh Tiffany, Gray Public Library	(2019-22)

**Academic Libraries**

Shiva Darbandi, Maine College of Art	(2018-21)
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*To be approved at the 11-13-19 meeting*

Shelly Davis (Chair), Saint Joseph's College (2017-20)  
Amber Tatnall (Treasurer), York County Comm. College (2019-22)

**Special Libraries**

Janet Bolduc, Maine General Medical Center (2017-20)

**School Libraries**

Liz Soares (Vice Chair), Augusta School District (2019-22)

**Ex-officio:** Steve Norman, Maine InfoNet Board Representative, Belfast Free Library and James Jackson Sanborn, Executive Director, Maine InfoNet

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