

Minerva Users' Council Meeting Minutes

Friday, October 26, 2018 | Topsham Public Library

Attendance sheet attached.

Business meeting

- Call to order:

The meeting was called to order by Chair, Shelly Davis at 10:08 AM.

- Welcome and introductions

All those in attendance introduced themselves. A special welcome was extended to new Minerva members, Heidi Grimm from Yarmouth Library and Lauren Gargani and Ann Dyer from the Maine Maritime Academy. Shelly also welcomed those members participating through ZOOM.

- Review and acceptance of the [minutes from the Spring 2018 Users' Council meeting](#)

Nancy Crowell moved acceptance of the Spring Council Minutes. Pam Gormley seconded the motion. There was no discussion of the minutes which were approved unanimously.

- The Executive Board discovered that some past Users' Council meeting minutes had not been approved, so we have these to review and approve as well: [12/1/17](#), [5/5/17](#), and [11/1/16](#).

Nancy Crowell pointed out that the Spring Users Council, 2017 had in fact been accepted. She then moved the acceptance of the 12/1/17 and 11/1/16 User's Council meetings, seconded by Pam Gormley.

Both sets of minutes were approved unanimously.

- Where are we, and how did we get here? A presentation on the history and current state of Minerva.

Shelly and members of the Executive Board (James Jackson Sanborn, Kyle Neugebaur, Steve Norman and Susan Preece) presented a history of Minerva and Infonet. Steve Norman spoke about the Minerva timeline from the 1995 PUC deliberations to advance a bond issue in 1996 for a "statewide information system" through a myriad of changes culminating in the establishment of Maine Infonet as a 501c3 organization. Shelly emphasized that ours is one of the few multi-type library consortia in the US. She asked members to stand based on the length of time their libraries and they had been with Minerva. It was interesting to see the number and longevity of some members and to see newer faces, as well. Shelly highlighted that Minerva is a self governing and self regulating body with one official representative from each library. The Executive Board consists of representatives from the Users Council who oversee and facilitate the business of the User's Council. The bylaws are our "operating manual" and our finances are held by Maine InfoNet. Minerva Governance through the Memorandum of Understanding between Minerva and Maine InfoNet, and the Memorandum of Participation between the member libraries was explained. The principles of the consortium were outlined including open lending, need for consistency especially in adherence to agreed upon policies, reliance on the strength of the members and the fact that we get more for our patrons than we give or give up by being members.

James Jackson Sanborn discussed the Maine InfoNet organisation, their mission, history and structure. The overarching principle of Maine InfoNet is to get libraries to work together for all. He also reviewed the many independent, open source and consortia libraries which represent the Maine library landscape. Current InfoNet strategic priorities are: Organization and Governance, Communication and partnerships, MaineCat and services growth and Finance and staffing.

Finally, Minerva's Mission statement which was approved by the User's Council on 10/23/15 was reiterated: "Minerva provides the structure, systems and support for member libraries to enhance services to library patrons through collaboration." Throughout the presentation, it was clear that the strengths of Minerva libraries and other Maine libraries are the dynamic, evolving relationships and outstanding cooperation with one another.

Questions from the floor included:

1. *Where did the Minerva name come from? It is an acronym for Maine Info Net Electronic Resources Via Automation. Also Minerva is the the Roman goddess of wisdom (and war.)*
2. *Where did the owl logo come from? Owls are often associated with wisdom. The goddess Minerva is often depicted with her sacred creature, an owl.*
3. *How is Maine InfoNet funded? Maine InfoNet is funded by the University of Maine System and the Maine State Library. Minerva is an integral part of assisting in the viability of the system along*

with Colby, Bates, Bowdoin and the University system, Maine State Library, Portland Public and UNE. MOU's are in place with all the major players.

- Old Business

- Minerva Cataloging Specialist position

The Executive Board authorized a one year hire of a 10 hour per week Minerva Cataloging Specialist not to exceed \$15,000. A job description of this contract position was presented and Users Council participants were encouraged to ask qualified individuals to apply with Capital Area Staffing. James Jackson Sanborn will supervise the telecommuting position.

- New Business

- The need to update the Memorandum of Participation

A subcommittee of the Executive Board was asked to update the MOP. Jen Alvino, James Jackson Sanborn, Steve Norman and Susan Preece presented a draft. There was some discussion about the requirement of including e-resources in the collection budget section of the MOP. Some thought that the college and university libraries would have difficulty sharing these collections. Some were pleased with the inclusion of books and other media which could be used with funders to bolster libraries cases for increased funding. There was also discussion about the number of delivery days required in the MOP. Some thought that this was too specific and better handled in a procedure; not a policy. Others were not concerned about this requirement. Many mentioned that they like the three-year renewal of the MOP. This way, changes could be addressed quickly and without too much disruption. Nancy Crowell made a motion stating; "The Minerva Users Council endorses the draft Memorandum of Participation." Nikki Maounis seconded the motion which was carried unanimously. The Executive Board will vote on the MOU at their November meeting. Any comments can continue to be made to any member of the Board prior to the vote.

- Reports

- Maine InfoNet Representative

Steve Norman reported on the InfoNet retreat which resulted in an ambitious number of goals. Jane Haskell facilitated the retreat and Steve was impressed by the "amazing accomplishments" that have occurred to date. He also mentioned that there were significant overlaps in goals from each individual library organization. "This dovetails nicely with what we are all doing: addressing sustainability, funding and staffing."

- Maine InfoNet

James Jackson Sanborn reported that:

- 1) InfoNet is working with the Maine State Library on the Digital Maine project.*
- 2) \$9,000 of new bags have been added to the van delivery system from Minerva, URSUS and MILS libraries. This should help with the ILL bag situations.*
- 3) Millinocket Public Library has inquired about becoming a MILS library member. There are over 14 libraries from "the County" and surrounding areas MILS to date.*

James noted that this was his shortest InfoNet report---ever!

- Minerva Technical

Lynn Uhlman synthesized her written report (attached.)

Items mentioned were:

- 1) Sierra 4.0 has a statistics problem which will be fixed in Sierra 4.1*
- 2) Beta-testers are needed for new Sierra modules. Directors were encouraged to have their staff members assist with this effort for smoother and more effective additions to the existing software.*
- 3) All libraries are asked to use the ticket system to address problems or questions for Maine InfoNet staff. Emails are NOT effective ways of addressing problems.*
- 4) Ill responsiveness has been problematic of late. InfoNet staff are working to make them aware of our concerns.*

- Finance

Amber Tatnall reported that our finances are in good shape. Please see the attached report.

- Committee Reports

- Cataloging Standards: *Carin Dunay reviewed the written report attached.*

- Circulation Standards: *Cyndi Burne presented the Circ. Standards report for James Rathbun.*

The issue of patron reading history was brought to the Council's attention. A more complete discussion of the issue was held after lunch since the food was distracting the group! :-)

- Membership Committee

Once again we welcomed our new libraries-Merrill Memorial (Yarmouth) and Nutting Memorial (Maine Maritime).

- Other

- Adjournment

The meeting was adjourned by acclamation on a motion from Nancy Crowell and Pam Gormley, second at 12:15

12:15-12:50: Lunch

Shelly Davis requested a revisit of the Reading History issue brought to our attention by Circulation Standards. There was extensive discussion of the pros and cons of allowing the reading history function to be activated. Ultimately, the Circulation Standards committee's request was met with approval from most of the participants. The consensus seemed to be that each library could decide the issue for themselves if the function was turned on. The issue will be brought to the next Executive Board meeting for a vote.

1:10-2:00: Planning session

- Review charges for Innovation, Financial Sustainability, and Communications & Marketing Committees.

- Brainstorm possible initiatives/actions for these three committees.

- Select two priority initiatives/actions per committee for the next year.

- Determine chairperson and members for each committee.

User's Council members self-selected on of the three committee tables listed above. Lively discussion ensued and each group presented their 2 priorities and a list of Committee Chairs and members. They are: Amber Tatnall - Financial Sustainability ; Liz Soares - Communications and Marketing ; Sophie Smith - Innovation

The User's Council was declared a success by all!

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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, 2018-2019:**

**Public Libraries**

Jen Alvino, Windham Public Library

Kyle Neugebauer, Thomas Memorial Library

Marcela Peres, Lewiston Public Library

Susan Preece, Topsham Public Library (*Secretary*)

**Ex-officio**

Steve Norman, Maine InfoNet Board Rep., Belfast Free Library

James Jackson Sanborn, Executive Director, Maine InfoNet

**Academic Libraries**

Shiva Darbandi, Maine College of Art

Shelly Davis, Saint Joseph's College (*Chair*)

Amber Tatnall, York County Community College (*Treasurer*)

**Special Libraries**

Megan McNichol, Eastern Maine Medical Center

**School Libraries**

Liz Soares, Augusta School District (*Vice Chair*)

**Approved at Spring Users Council –June 28, 2019**