



## Minerva Users Council Meeting Minutes

June 28, 2019 approved October 25, 2019

---

Friday, June 28, 2019 | 10:00am-12:00pm

Maine State Library Studio | zoom: <https://zoom.us/j/734600802>

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

Attendance sheet and other documents appended to these minutes.

- Call to order and welcome: Shelly welcomed all attendees and brought the meeting to order at 10:03AM. She thanked Marcela Peres for her time on the Executive Board and congratulated Josh Tiffany, Amber Tatnall and Liz Soares, who will begin terms in July.
- Recording attendance - Please add your name to the Attendance Sheet in [Google Drive](#). Shelly asked all attendees to sign the attendance roster set up in the Google Drive.
- Review and acceptance of the minutes from the [Fall 2018 Users Council meeting](#): Jen Alvino moved the approval of the Fall User's Council minutes, seconded by Liz Soares. The minutes were approved unanimously.
- FY19 highlights: Shelly reviewed the highlights of the Minerva work done over the past year. Her notes are appended to these minutes.
- Member responsibilities: Shelly reviewed member responsibilities including attendance at Users Council Meetings by the voting representative of each entity. She mentioned the six committees and their charges and reminded all that we are self-governing and self-regulating and that participation is essential. James Jackson Sanborn mentioned that there seemed to be a smaller attendance than usual. Suggestions were made including more announcements on the list serve and highlighting the attendance requirement. Susan Preece offered to contact those members who did not attend and find out what the issues might be and report back to the Executive Board.
- Bylaws update: [Current bylaws](#) | [Proposed bylaws](#) Shelly introduced the bylaw revision. As the Executive Board was updating the Memorandum of Participation and getting new committee charges, it became clear that the bylaws also needed clarification. A sub-committee of the Executive Board proposed the draft which will be voted on today. One change was missed in the printing of the document. Article 1; Section 2; item d) should read:

**"The Minerva System will identify, pursue, and implement additional services for the consortium that benefit member libraries as deemed appropriate, as long as such services comply with State of Maine laws and regulations, and overarching Maine InfoNet policies."**

Jen Alvino moved that the amended bylaws be accepted, again seconded by Liz Soares and the motion passed unanimously.

- Executive Board Representatives, 2019-2020  
Reports
  - Maine InfoNet Representative: Steve Norman discussed the news from InfoNet including: The evolution of Maine InfoNet (MIN) as a 501c3 non-profit corporation and current efforts to fulfil the goals of the Strategic Plan that was created last summer. Major issues include staffing for MIN as the system grows and fundraising to pay for said staffing. The MIN board is discussing adjusting membership to include other constituencies like community colleges. They are beginning to look at the future ILS as we are in year 3 of a 5 year contract with III. Discussions will be taking place and the Board will be reviewing open source platforms as well as other ILS vendors. Stay tuned—this is early days.
  - Maine InfoNet : James Jackson Sanborn reported on the life and terminal illness of LD1149. There was not enough money to fund this bill despite having ideological support. MIN

staff is stable at the moment. The addition of Deb Follansbee to work with Ellen Conway has been very helpful. Expansion of the system will be very slow and measured with likely only one new library joining Minerva and MILS respectively due to the workload on MIN staff. Maine State Library and Maine Infonet are rolling out a pilot project using the "walk-in borrowing function". Libraries who use the Ill system will be signing up for the pilot this summer and it will begin in September. James also mentioned that there will be a pre-conference InfoNet summit with David Lee King, Digital Services Director at Topeka & Shawnee County Public Library and library tech trends "Mover and Shaker" prior to the MLA Conference in Sept. There will also be a work session addressing "cross-system" policies to help identify what is needed and get help in drafting them. Anything that happens there will be shared with all. MIN bills have gone out or will be out by early July for those on a July-June fiscal year. There was a question about how many Minerva libraries are participating in the walk-in borrowing pilot project. James researched and related that there are 30 with 7 who are unsure and 7 who indicated they would not take part in the pilot.

- **Minerva Technical:** Lynne Uhlman and Alicia Revitt updated the group on upgrades to Sierra. It was reported that there is a "bug" in the Reading History feature and when it is fixed, libraries can opt in if they want to provide their patrons with this function. Lynne also promoted the use of Idea Lab which is a conduit for enhancements from users. Check it out!
- **Finance**
  - **FY20 budget:** Amber presented the FY20 budget and reviewed budget reports.

#### Committee Reports

- **Cataloging Standards:** A written report is appended to these minutes.
- **Circulation Standards:** James Rathbun reported that the Circulation and Cataloging Committees have been working together closely this year and have good communication. The Circ. Committee submitted a lost-in-transit policy and, at the Fall Council meeting, the Reading history policy. Attendance and participation in Circ. meetings is up. Topsham Public Library has purchased a ZOOM subscription and an OWL and the last meeting held there was a success. At that meeting there was a discussion of enforcement of policies. Be forewarned that the deadline to bring patron records into compliance was Jan. 10, 2019. The committee will be submitting a non-compliance list to the Executive Board.
- **Communications and Marketing:** Liz and Susan have not been able to get together yet but Susan has been reviewing the website. It is likely that we will need to have a more complete review with all the other groups on the Maine InfoNet site. This will take some time.
- **Financial Sustainability:** Amber will be getting the committee together this summer. One of the first items to address to create a policy about how much of a cushion should be held in the Minerva accounts. Another is to review ways to develop financial sustainability.
- **Innovation**
  - **Minerva Innovation Competition:** Information about the Innovation Competition was shared. More information will be forthcoming and the prize will be \$5,000 to develop a replicable innovative idea.
- **Membership:** Jen Alvino reported that the committee has revised the charge of the committee with approval from the Executive Board and will be looking at the processes by which libraries are integrated into Minerva. New applications will be accepted starting on July 15<sup>th</sup>. The committee has worked on ways to support MIN staff with the onboarding of new members and will supply a more thorough orientation for them.
- **Other:** None

- **Adjournment:** *There being no other business, Jen Alvino moved adjournment, seconded by Susan Preece at 11:32AM.*
  - **Next Minerva Executive Board meeting:** July 24, 2019 @ MSL Studio, 10am-12pm: *All are welcome!*

*Respectfully submitted:*



Susan M. Preece

~~~~~  
**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 Neugebaur, Thomas Memorial Library  
Marcela Peres, Lewiston Public Library  
Susan Preece, Topsham Public Library (*Secretary*)

***Academic Libraries***

Shiva Darbandi, Maine College of Art  
Shelly Davis, Saint Joseph's College (*Chair*)  
Amber Tatnall, York County Community College (*Treasurer*)

***Special Libraries***

Janet Bolduc, Maine General Medical Center

***School Libraries***

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

***Ex-officio***

Steve Norman, Maine InfoNet Board Rep., Belfast Free Library  
James Jackson Sanborn, Executive Director, Maine InfoNet