



Minerva Fall Users Council 2019 Meeting Minutes

Friday, October 25, 2019 | 10:00am-12:00pm

Maine State Library Studio | Zoom: <https://zoom.us/j/349451334> Attendance sheet attached

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

- Call to order and welcome *President, Shelly Davis called the meeting to order at 10:08 AM and welcomed all.*
- Recording attendance - Please add your name to the [Attendance Sheet in Google Drive](#) *Shelly reminded the group to sign in to the attendance sheet on the Google Drive.*
- Review and acceptance of the minutes from the [Spring 2019 Users Council meeting](#) *Jen Alvino and Liz Soares, moved and seconded the acceptance of the minutes from the Spring User's Council meeting. The motion passed unanimously.*
- [Innovation grant](#) - Application deadline is October 31! *Shelly reminded the group that the deadline to apply for the Innovation grant is 10/31/19. Several applications have been received to date.*
- Getting involved in Minerva committees - List of committees and chairs on [Minerva Governance](#) page *Shelly mentioned the need for Minerva members to volunteer on committees. The more involved the members are, the more that can be accomplished. Susan Preece added that just because there are three or four people listed on the website on each committee doesn't mean that we still don't need help. If you are even remotely interested, please contact the committee chairs to hear about what may be needed.*
- Van delivery cost increase *Shelly reminded the group about the van delivery price increase which was announced by Jamie Ritter in late September. There was some discussion about whether Minerva and/or Maine State Library pay for a delivery day for all libraries or for public libraries only. Some remembered that this might have been a short-term benefit from the past; others mentioned that they have not had 2 days covered. Shelly will investigate and post a reply to the Minerva list.*
- Maine Reciprocal Borrowing Program pilot - How is this going for the Minerva libraries participating? *40 Minerva libraries are participating at the moment. James Jackson Sanborn reported that if any library wanted to be on the email list for MRBP to open a ticket and they will be included. So far, so good!*
- Retroactive conformance to the [Single Format Multi Disc Sets](#) cataloging rule *Shelly reviewed the history surrounding the Single Format Multi Disc Sets policy and explained that the Cataloging committee (and Circulation committee), responding to patron complaints asked for a change to retrospective correction of sets that have been broken up. More later in the Cataloging report.*
- Reports
 - Maine InfoNet Representative *Steve Norman reported that the InfoNet Board has been concentrating on options that may be available to the consortia when the current contracts expire. Sustainability, in terms of both staffing and finances at InfoNet are also high on the Board's agenda.*
 - Maine InfoNet *James Jackson Sanborn began his report by answering a question from one of the members about whether InfoNet needs more staff. The answer was a resounding, yes. James explained that the 6.5 FTE staff working for well over 80 libraries (when other services like Cloud Library are counted, as many as 200) to respond to thousands of tickets/requests. The part-time cataloger hired by Minerva has been helpful in whittling down backlogs but at least one more full-time person is needed to keep up. Alisia Revitt concurred explaining that there are many things the staff would like to do, like system training, but can't because keeping up with requests takes all their time. Smaller libraries are migrating into the systems and need more support time to get started. The more staff InfoNet has, the faster the response time to correct problems. As Steve stated previously sustainability and staffing go hand in hand. We need to work with the Maine State library, the Legislature and fundraisers going forward to get the appropriate help needed.*

Maine InfoNet is requesting that any library who currently receives bills for services in May consider changing to the July billing cycle. One billing cycle makes it much easier for Maine InfoNet accounting. James reported on the Maine InfoNet preconference sessions that were presented just prior to MLA conference in Sunday River. The topic was Maine Cat policies. The attendees took a stab at drafting policies to address areas that rose to the surface in discussion. An email went out yesterday asking for input on the policies that were posited. Please review them and respond to the survey before mid-Nov. James asserted that none of the policies are written in stone and that input from members is crucial.

A member asked James where we were in our agreement with Cloud Library. He responded that we are in year two of a three-year contract.

- *Minerva Technical Alisia reviewed her written report (attached) highlighting the response to a major III system outage, the pending upgrade to Sierra 5.0 scheduled for November and work on the Encore catalog update for URSUS (which will then be added to the other systems.) Alisia reminded libraries to review InfoNet INN Reach reports as they come in.*
- *Finance Amber Tatnall is stepping down as Treasurer but remaining on the Executive Board. Josh Tiffany has graciously offered to step into the position. Thanks, and congratulations were offered to both Amber and Josh. Amber reported that finances are doing well. The report is attached to these minutes.*

- **Committee Reports**

- *Cataloging Standards Katherine Morgan reviewed her written report. The Minerva OWL will be available for all Minerva Committees to borrow. Josh, at the Gray Public Library will facilitate the movement of the OWL through van delivery. As previously mentioned, it has been decided to reunite previously broken sets of DVD series. In January, 2020 Cataloging will be monitoring the progress on the implementation of this policy with an eye to making it manageable for libraries to comply.*
- *Circulation Standards James Rathbun asked Shelly to review their report in his absence. Circ. Standards is actively seeking new members for the committee!*
- *Communications and Marketing Liz reported that she has had some interest in expanding the committee who intends on meeting virtually. The first order of business will be a website review and upgrade.*
- *Financial Sustainability This committee has been turned over to Josh. Please email him if you have an interest in working on this!*
- *Innovation Sophie Smith reminded everyone to apply for the Innovation grant. The committee is looking forward to awarding the winner in January with a presentation of the results to be included in the Spring User's Council meeting.*
- *Membership Jen Alvino reported that one library has applied to become a Minerva member. The Executive Board will consider the request at their next meeting in November.*

- *Other: Steve commented that it was inspiring to see how closely the Circulation and Cataloging committees have worked together this year. He also congratulated Susan on her MLA award. Susan thanked those present for their attendance. There seems to be a noticeable increase and the Board appreciates the fact that so many are complying with Minerva policies.*

- **Upcoming meetings**

- *Next Minerva Executive Board meeting: November 13, 2019 @ MSL Studio, 10am-12pm*
- *Spring 2020 Minerva Users Council meeting: Friday, May 15, 10am-2pm at the Topsham Public Library.*
There will be a business meeting and an afternoon program (TBD). Lunch will be provided.

- *Adjournment On a motion from Jen, seconded by Liz the meeting was adjourned at 11:18AM.*

Respectfully submitted,



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 P r e e c e (Secretary), Topsham Public Library (2017-20)
Josh Tiffany, Gray Public Library (2019-22)

School Libraries

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

Academic Libraries

Shiva Darbandi, Maine College of Art (2018-21)
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)

Exofficio

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

Minerva Users Council Meeting

Friday, October 25, 2019

Attendance List - Please list name and library.

Anne Romans, Witherle Memorial Library
Shelly Davis, Saint Joseph's College
Gail Roy, Northern Maine Community College
Beth Kane, Norway Memorial Library
Ruth Eveland, Jesup Memorial Library
Susanna Pathak, Husson University Library
Cynthia Jennings, Old Town Public Library
James Jackson Sanborn, Maine InfoNet
Courtney Sparks, Freeport Community Library
Kyle Neugebauer, Thomas Memorial Library
Michelle Conners, Kennebunk Free Library
Lynn Uhlman, Maine InfoNet
Sophie Smith, York Public Library
Deborah Clark, MSL
Katherine Morgan Norway Memorial Library
Amber Tatnall, York County Community College
Jen Alvino, Windham Public Library
Erich Reed, Southwest Harbor Public Library
Steve Norman, Belfast Free Library
Shiva Darbandi, Maine College of Art
Linda Kerecman, Eastern Maine Medical Center
Nick Perry- Bailey Public Library
Carin Dunay, SMCC
Rose Bebris, Walker Memorial Library (Westbrook)
Luke Sorensen, Walker Memorial Library (Westbrook)
Heidi Grimm, Merrill Memorial (Yarmouth)
Kevin Davis, SPPL
Nancy Crowell, Scarborough Public Library
Tammy Rabideau, Waterville Public Library
Alisia Revitt, Maine InfoNet
Cynthia Young, Eastern Maine Community College
Katie Lyons, Rice Public Library, Kittery
Lee Perkins, Rice Public Library, Kittery
Greta Evans, Rice Public Library, Kittery
Suzanne Sullivan, Auburn Public Library.
Joanna Breen, Boothbay Harbor Memorial Library
Liz Soares, Augusta School Libraries
Susan M. Preece, Topsham Public Library

TO: Minerva User Council

FROM: Minerva Cataloging Standards Committee

RE: October 2019 Report

Minerva Owl Kit

The cataloging and circulation committee requested that the Executive Board purchase a laptop, Owl with accessories, Pelican case and lock. Both committees want to hold roundtable meetings at different libraries. This kit is available for other committees as well. The equipment is stored at Gray Public Library. Josh Tiffany is working on getting everything set-up including instructions. Once the kit is ready an announcement will be sent out on Minerva-L including how to request the kit for your meeting.

Consolidating Television Series DVDs

The cataloging committee is working with the circulation committee to implement consolidating DVD television series that were broken up prior to the 2014 Multi-Disc DVD policy. Our target is to get procedures ready to start in January 2020. To allay concerns libraries will not be expected to fix all the television series at once.

Attendance

There is one more roundtable meeting for 2019. On Friday, November 15 the roundtable will meet at Maine State Library, Pittsfield Public Library, Lewiston Public Library, and Wells Public Library. Zoom links will be available; however, we are asking folks to attend at a site if possible. The committee has found it easier to manage the meetings with a handful of Zoomers. If your cataloger does need a Zoom link please email me at norcat@norway.lib.me.us.

TO: Minerva Users Council
FROM: Minerva Circulation Standards Committee
DATE: October 25, 2019
SUBJECT: Fall 2019 Report

Since the last User's Council meeting, with input from Circulation, the Cataloging policy regarding single-format multi-disc sets has been updated to require the fixing or removal of those sets that are broken up. Josh Tiffany is working with both groups to craft a strategy for implementation going forward and libraries will be given ample time to fix these records, prioritizing the ones that cause the most harm to the system.

The Circulation Committee has announced that we will begin a "policy of the month" method of ensuring that everyone has in fact come into compliance with all circulation policies. The actual deadline for getting things in order was in January of 2019. No enforcement has happened to date but we will start rolling through the list of policies soon, beginning with the Minimum Requirement for New Patron Records policy.

Lynn has posted steps for changing the status of billed items that are more than 2 years old to "lost." We will be working on a draft policy for suppressing these items in the system. Cyndi has updated the Best Practices to include steps for clearing the holdshelf and Clear Expired Holds and Hold Shelf has been added to the Notices Running policy.

We put out a call for Committee members and have had at least three applications come in for that so far.

Again working with Cataloging, we have purchased an OWL that will be available for lending to libraries that would like to use it to host meetings. This should allow us to move the location of the Circulation Roundtable more frequently and hopefully help more people attend in person at least occasionally. Attendance and participation has remained up since we started using Zoom and, despite some minor technical difficulties, the system generally seems to work well.

Sincerely,
James Rathbun
Minerva Circulation Standards Committee Chair

Approved May 15, 2020

INCOME		Budget: FY19/20	Total deposited to date	Balance	Remaining anticipated income	Vendor
Total Minerva Dues (\$4,000)	FY19/20: 59 member libraries	\$236,000.00	\$212,000.00	\$24,000.00	\$24,000.00	6 libraries outstanding
Estimated monthly interest		\$216.00	\$0.00		\$216.00	
	TOTAL INCOME	\$236,216.00	\$212,000.00	\$24,000.00	\$24,216.00	
EXPENSES			Total spent to date	Balance	Remaining anticipated outgo	
Annual Minerva subscription Fee for III	FY19/20=Year 3 of 5	\$125,449.00	-\$124,345.00	\$1,104.00	\$0.00	Innovative
Marcive	Authority Processing	\$5,500.00	-\$640.20	\$4,859.80	\$4,859.80	Marcive
Catalog enhancement	Novelist Select, Content Café (Ebsco)	\$29,000.00	-\$29,260.00	-\$260.00	\$0.00	Ebsco
Van delivery service	(\$15.60 x 60 x 52)	\$50,000.00	-\$23,930.40	\$26,069.60	\$26,069.60	State of Maine
Travel and meeting expenses		\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
Catering		\$2,000.00	-\$696.67	\$1,303.33	\$1,303.33	various
Delivery Bags		\$3,500.00	\$0.00	\$3,500.00	\$3,500.00	Rifkin
Innovation Grant		\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	
Maine InfoNet Financial Services Fee		\$3,000.00	-\$3,000.00	\$0.00	\$0.00	Maine Infonet
Contract, part-time cataloger/support staff		\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	
Miscellaneous		\$0.00	-\$1,380.13	-\$1,380.13	\$0.00	
	EXPENSE SUBTOTAL	\$239,449.00	-\$183,252.40	\$56,196.60	\$56,732.73	
Contingency/Reserves	(2.5% of Actual Expenses)	\$5,986.23				
BALANCE:		\$(3,233.00)	\$28,747.60		\$56,732.73	

Bank balance (9/30/19)	Cushion
\$283,696.10	

TO: Minerva Users Council
FROM: Minerva Innovation Committee
DATE: October 25, 2019
SUBJECT: Fall 2019 Report

Projects:

Over the past year, the Innovation committee has had a resurgence of energy. We secured funding for an innovation competition in each of the next three years, in which the winner with the best idea will receive \$5000 to make their dream a reality. Our competition is well on its way with submissions being accepted through October 31. Decisions will be announced in December, with funding to begin in January 2020.

Goals:

In addition to putting money into the mix to help innovative ideas within the consortium take place, we will be posting the other ideas that come into the competition so that everyone can start thinking about innovation in their own environment. We are looking into creating a repository of issues that need innovative solutions, with the hopes that by opening it up to the greater library community we will get fresh eyes on old issues with the ability to make change. We are discussing different options for collecting, sharing, and promoting the repository so that all will participate on a regular basis. Additionally, the winner of the competition funding will present the solution at the Spring Users Council meeting to share the way their idea was able to impact their library and the system as a whole. Ultimately, we are hoping to create an environment where good ideas with the potential for wide-reaching and positive change are able to happen without the fiscal constraints felt in so many libraries.

Respectfully Submitted,
Sophie Smith, Committee Chair.

Committee Members:

Liz Doucett, Curtis Memorial Library
Heidi Grimm, Merrill Memorial Library
Jared Leadbetter, Maine State Library
Kyle Neugebauer, Thomas Memorial Library
Steve Norman, Belfast Free Library
Susan Preece, Topsham Public Library
Sophie Smith, York Public Library
Lynn Uhlman, Maine InfoNet