



Fall Minerva Users Council Meeting Minutes

Approved as amended June 16, 2021

Friday, October 23, 2020 | 10:00am-1:00pm

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

- Call to order and welcome

Meeting was called to order by Jen Alvino at 10:05.

- Recording attendance - Please add your name to the [Attendance Sheet in Google Drive](#)

- Review and acceptance of the [minutes from the Spring 2020 Users Council meeting](#)

James Jackson Sanborn made an amendment to the minutes to strike Bibliotheca from his report on self-checkout. Steve Norman made a motion to approve, Shelly Davis makes a seconded. Approved with 1 abstention.

- Update on Academic Library members meeting

Shiva reported on Academic questionnaire from earlier this year and about recent meeting of Academic Librarians and Jen to hear concerns. Jen next steps to bring concerns to next E board and how to respond to their needs.

- Jen Alvino introduced the purpose of the tracking form. It will be monitored so that issues can be addressed. Nancy Crowell had a question about the language on the top of the form and who monitors the form. Jen Alvino will monitor and delegate. Susan Preece suggests delegating duties to Vice President and suggests it be discussed at next E board meeting. Joanna Breen asked the question of nebulous issues (ie. Incorrect Patron Information on Record). She suggested "Patron Information on Record does not meet Minerva Standards." Josh chimed in with examples (Library prefix in name, using more than 5 names in line). In group chat, Amy Wisheart added that Ellsworth should be added to list. Sophie will adjust. She noted each item directly refers to a policy or best practice existing in Minerva currently. Nancy Crowell made a motion that we endorse the use of an Issues Reporting Form as presented in draft, Susan Preece seconded. Motion carried.
- [Materials Contribution Policy](#) is guidance on what should be contributed for acquisitions. Susan Preece made a motion to approve, Nancy Crowell seconded, and motion carried.

- Reports

- Maine InfoNet Representative: Steve Norman reports not much to report, but will be talking to James Jackson Sanborn about a metric to measure staffing needs at Maine InfoNet. He also advocates that staff should be added when times are better.
- Maine InfoNet: James Jackson Sanborn echoed Steve's sentiment about keeping head above water, anticipating needs of libraries and changing situations. He also touched on adding staff. Update on staff: working at home and office to space out staff, and working slightly amended schedules for a variety of reasons. Almost all of the libraries are back up except some special and academic libraries. 2 new libraries have been added: Hubbard to MILS and Ellsworth to Minerva. Lots of use of the Cloud Library, and added \$40,000 of content (new and added licenses). 32,000 to 60,000 checkouts since March closures, but now around 50,000 uses. Bibliotheca has announced a partnership of Comics Plus. JJs is trying to figure out how authentication will work as it has a separate app but Bibliotheca has a plan is to combine apps. James hopes to offer an open session on self-checkout option, ExpressLane. Cost is \$100 one time, plus cost of equipment. He also hopes to share Encore, and alternate interface for Minerva. The wrinkles are being ironed out after a long time coming. NC had a question on the

non-profit status of Maine InfoNet and the ability to hire on their own. She encouraged using available budget to explore adding staff. James mentioned that they have used a staffing agency to avoid costs of adding staff. Also looking at grants to fund.

- Minerva Technical: Alisia Revitt shared report in chat box. Ellsworth has been added to Minerva and requests to and from are operational. Ellen Conway has been helping with cleaning up records. Pandemic reopening went well as expected. Quarantine affects notices in weird ways. Circulation Committee will work out language on intra-Minerva notices. Queue jumping weirdness is happening as well. She suggests pulling items promptly after running hold notices. No Minerva libraries have closed since reopening. Maine Cat upgrade occurred on 10/8 with no noticeable change. Upgrade to infrastructure to servers will be happening in the future with a 4-6 hour window of being down. Should not be disruptive. Josh thanked Maine InfoNet for their support during shutdown and re-opening.
- Finance: Josh Tiffany reported that most of Minerva dues have been paid or in the process of being paid. Budget is great. 452 new bags were purchased. Carried \$238,000 forward from last year. Dues are maintained by surplus. Reminder that we are in the 4th year of Triple I contract. Also wonders about financial stability of Maine libraries in the next year and impact to budget.
- Committee Reports
 - Cataloging Standards: Katherine not present, but Josh reported that attendance requirement waived, meeting to happen in November with hope of regular meetings in 2021. CN, volume fields, and TV show projects continue.
 - Circulation Standards: James Rathbun shared that they just met, caught up on happenings at of libraries and discussion on future guidance on extended closures (not necessarily COVID related), quarantine, and billing. Joanna Breen shared she created a document that acknowledges that people have read and understood the quarantine guidance for accountability. Susan asked whether or not it is a recommendation from James Rathbun. He said it was a checklist/questionnaire for information gathering from Circulation Standards. Marcela Peres stated that “some libraries might misinterpret this as a binding requirement from the Minerva Exec Board, so the intent of this should be made clear if it's being sent out, especially for those not here today.” Conversation on whether or not it is necessary ensued. Susan recommended different language, Jen suggested creating a Survey Monkey survey. Jen referenced the question that came up previously about the Minerva Board making a statement about quarantine, and sharing these best practices. Heidi Grimm shared that this info addresses issues that come up at the weekly meeting at the State Library Zoom meeting and would cut those meetings in half. James suggested he run the language by the Executive Board first. Nancy Crowell moved the Users Council request the Executive Board make a statement related to quarantine compliance. Steve seconded, motion carried.

Josh then asked whether or not the survey should also be sent. Nancy suggests that something upbeat be sent as a positive message rather than a “stick.” Jen will work on statement and suggests Circulation Committee work on question language and send to board.

 - Communications and Marketing: Liz Soares had nothing to report.
 - Financial Sustainability: Josh had nothing to report.
 - Innovation: Sophie reported that this year's grant cycle has been postponed.
 - Membership: Jen reiterated Ellsworth's membership and committee will be reconvened to talk about future and accepting applications.
- Other

- Innovation presentation: Sophie introduced Hazel Onsrud from CML and her idea of lending transportation. COVID happened so Hazel shifted her project. Due to technical difficulties she could not present her project at the meeting.
- Upcoming meetings
 - Minerva Executive Board: November 18th, 2020, 10am-12pm
- Adjournment

Meeting was adjourned at 12:05.

Respectfully submitted,
Sarah Curra Schultz-Nielsen

Mission Statement:

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

Executive Board Representatives, 2020-2021:

Public Libraries

Jen Alvino (Chair), Windham Public Library (2018-21)
Susan Preece (Vice-Chair), Topsham Public Library (2020-23)
Sarah Schultz-Nielsen (Secretary), Lithgow Public Library (2018-21)
Josh Tiffany (Treasurer), Gray Public Library (2019-22)

Academic Libraries

Shiva Darbandi, Maine College of Art (2018-21)
Shelly Davis, Saint Joseph's College (2020-23)
David Smith, Thomas College (2019-22)

Special Libraries

Linda Kerecman, Northern Light Eastern Maine Medical Center (2020-23)

School Libraries

Liz Soares, Augusta School District (2019-22)

Ex-officio:

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