



Wednesday, May 11, 2022| 10:00am - 12:00pm

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

Present: Jen Alvino, Linda Kerecman, Liz Soares, Susan Preece, Shelly Davis, Steve Norman Sophie Smith, Josh Tiffany, David Smith, James Jackson-Sanborn, Carol Lord, Carin Dunay, Alisia Revitt, and Sarah Schultz-Nielsen

- Call to order at 10:05 a.m.
- Introductions were made, and Jen noted that the meeting would be recorded.
- The March 9th meeting minutes were reviewed. David Smith made motion to accept, Susan Preece seconded, and the minutes were approved unanimously.

- Reports
 - Maine InfoNet Representative: Steve's [report](#) was shared in his absence.
 - Maine InfoNet: James Jackson-Sanborn highlighted the MLA Pre-Conference on 5/22 and afternoon policy meeting and plan. He described some vacancies (Infonet board members and part-time cataloger). He also noted the future changes to ILS systems from the various players. James is working on getting out Cloud Library invoices.
 - Minerva Technical: Alisia reported the pressing need to let Infonet know if your library is contracting with a third party company before you proceed to ensure compatibility. Open a ticket to check before signing a contract. Jen offered to send something out. Josh inquired about creating a list of compatible products, although keeping that list up to date may be a challenge. 355 tickets were submitted in the 1st quarter. Periodic slowdowns continue. She elaborated on the record cleanup in Minerva.
 - Finance: Josh reports that finances are good.

- Committee Reports
 - Cataloging Standards: Josh reported for Carrie Hawks. Thanked Deborah for her work at InfoNet. Adjustment to best practices being proposed. Change to collecting attendance at meetings/viewing to streamline process and better capture.
 - Circulation Standards: Met in April, discussion on bill procedures but otherwise quiet. Reported on status issue with paging.
 - Communications and Marketing: Liz is back after surgery, and hopes to meet soon.
 - Financial Sustainability: Not met, but budget for FY23 has been approved. Questions remain on delivery costs and future cost of new ILS.
 - Innovation: Sophie reports that grant proposals have been submitted, but they are looking for more. Scheduled to be open until next week, but may extend.
 - Membership: Jen reported that they are holding until next application period is announced.

- Old Business
 - MOP expires 2022: 47 of the 62 libraries have signed and returned their MOP.
 - Strategic plan - form subcommittees
 - Sarah Hamlyn interested in Best Practices subcommittee, and Sarah Schultz-Nielsen will also work on as a Board representative.

New Business

- Request received for a Minerva library to remain at 1 day/week delivery. Jen responded with the desire for Minerva libraries to be back to at least 2 days/week by July 1. Unity College has formally requested to stay at 1 day/week. Steve added information about the fragility of the library's existence and suggested an exemption. Susan added that the exemption should be finite. Sophie asked about the possibility of comping them for an additional day for a finite period while they get on their feet. Alisia noted that Sandra is the sole person at the library and may not be available for a second day. Susan suggested that Sandra write a formal request so that it can be presented at a meeting, discussed and be a part of the record. Jen will reach out to Sandra.
 - Executive Board election results. Susan announced that David Smith, Carol Lord and Liz Soares were elected unanimously.
 - Bylaws review - update Article 7, Section 3 with new Committees at Fall User's Council.
 - Carin Dunay Appointed as new Academic Rep to finish Shiva's term until 2024.
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- Other: None.
 - Adjournment - Next Minerva Executive Board meeting: July 13th. A new chair will be elected, including other officers. Susan made motion to adjourn at 11:29.

Mission Statement:

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

Executive Board Representatives, 2021-2022:

Public Libraries

Jen Alvino (Chair), Windham Public Library (2021-24)
Susan Preece (Vice-Chair), Topsham Public Library (2020-23)
Sarah Schultz-Nielsen (Secretary), Lithgow Public Library (2021-24)
Carol Lord, Curtis Memorial Library, (2022-25)

Academic Libraries

Carin Dunay, Southern Maine Community College (2022-25)
Shelly Davis, Saint Joseph's College (2020-23)
David Smith, Thomas College (2022-25)

Special Libraries

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

School Libraries

Liz Soares, Augusta School District (2022-25)

Ex-officio:

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