



Wednesday, July 10, 2024, 10:00am - 12:00pm

Zoom: [https:// https://zoom.us/j/99242156481](https://zoom.us/j/99242156481)

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

- Call to order – meeting began at 10:09 AM

In attendance were Carin Dunay, Steve Norman, James Jackson Sanborn, David Smith, Jennifer Lewis, Jenna Mayotte, Shelley Davis, Michelle Sampson (taking over for Sarah), Carol Lord, Vince Garin, Hannah Gutzwiller from Unity, James Rathbun, Lynn Uhlman

Review and introductions

Slate for voting for officers:

Chip Schrader : Vice Chair

David Smith : Chair

Shelley Davis : Treasurer

Carol Lord : Secretary

Slate passed unanimously.

New members:

Alana MacArthur from Lithgow Public Library

Chip Schrader from Scarborough Public Library

Jenna Mayotte from Falmouth Memorial Library

Judy Moreno – Central Maine Community College

- Review and acceptance of the May 8, 2024 meeting minutes

- Review of votes taken via e-mail since last meeting:

We've taken a few votes by email recently, and David stated that it is good practice for votes to get recorded, officially in meeting minutes. In looking back through emails, since the May board meeting the following was approved:

- Awarding Merrill Memorial Library the innovation grant.
- Holding Unity and MGMC "harmless" for any Delivery Van choices that they need to make for FY25.
- Approving Josh Tiffany's plan to distribute the last "high-demand" titles he ordered for this fiscal year.
- Committing to continuing the funding of one full day of delivery for all members for FY25, regardless of the cost to the board.

- Reports

- **Maine Infonet Board:** Steve – on June 3rd most of meeting was spent on turning off of ILL in MaineCat, then how to turn it back on again, which will happen around August 12th when van delivery aspires to resume. UMaine System went live on Alma/Primo in June, and so stopped lending/borrowing on MaineCat, but will resume in September. Planning underway for Dirigo Library migration (PPL, BPL, MSL, UM law) Projected live date of completed migration is March 2025
- **Maine InfoNet:** JJS – Discussion of resumption of van delivery – August 12 is goal, Stat Courier says it will, but JJS notes that delivery will start with pick up of materials that have been stranded. Hopeful that system won't get overwhelmed on start up. Looking at adjusting the algorithm for lending/borrowing within the geographical regions. Invoices for Minerva membership will be sent out soon, arriving via e-mail (like the Cloud library invoices (e-mail address from Intuit, the online QuickBooks invoice system.
- **Minerva Technical:** Lynn – some slowdowns with recent upgrade in May and June, got patch for Sierra 6.1 (hold requests caused some random crashes, but patch fixed it) Not much Minerva-wise except for tickets. Been busy with post-migration issues with University Libraries. Lending with the Us should resume in September.
- **Finance:** Shelly – final fiscal 2024 report uploaded to Google docs. Prepared for \$33K +/- deficit, but didn't expend all funds from Cat position, so deficit only \$16K or so, with carry forward
- **Cataloging Standards:** Carin – Cataloging scholarships - \$2400 spent by six individuals who signed up for classes. Carrie started in the new cataloging position and is doing well. First meeting is Friday to discuss this year. Robin Lowell returning to cataloging committee, Carrie busy helping Waterville, whose cataloger passed away unexpectedly. Working on new material type: audio-enhanced books. Currently limited to 500 types. Future issue – mat type for open resources?
- **Innovation committee** No one on committee stepped up to chair after Sophie's departure. Board voted to move the money to other purposes for 2025. Merrill Library grant was awarded for this year. There were three proposals submitted and the committee wanted to award two to zero out budget. Vote was held by The Board via e-mail to fund only one project (Merrill's) for a foreign language collection of popular titles – it is a model for other libraries to create their own unique collections to benefit all of Minerva.
- **Circulation JR** – Quick meeting with nothing new to report. Anticipated long discussion of ILL shut down, but there were only a few questions.
- **Communications and Marketing** No news, time to resurrect this committee since David is now the only member.
- **Financial Sustainability** – similar to above – only Shelley and David are currently members

- o **Membership** – JAW -Two of the three libraries accepted for membership in Minerva in 2023 – Friend ML and Northeast Harbor Library – have successfully gone live. The third library accepted in the last round of applications is diligently working to prepare for migration. Prince Memorial Library will join Minerva and migrate when they are ready.
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- o **Exec Board Nominating committee** No news.
- o **ILS exploratory committee** no news
- **Miscellaneous business**
 - o Stat Courier says start will be Aug 12. Should this date be advertised to public? JJS recommends not announcing that date, since there may be hiccups, catch up with leftover items before closure.
 - o Board will be covering one day van delivery for all Minerva libraries. MOP requires one day of participation Unity, MGMC not held accountable for not being able to pay for one day of delivery.
 - o Possible re-wording of MOP in regards to days participating required for Minerva membership?
 - o MECA in some upheaval. Departure of some staff, leaving holes in professional know-how to continue work of library. Reach out to them in Sept?

End of agenda. Anything else? No.

Next meeting: Wed. Sept. 11, 10:00 am.

Adjourn 10:54 am

Executive Board Representatives, 2023-2024:

David Smith (Chair), Thomas College (2022-2025)

Chip Schraeder (Vice-Chair), Scarborough Public Library (2024-2027)

Carol Lord (Secretary), Curtis Memorial Library (2022-2025)

Shelly Davis (Treasurer), Saint Joseph's College (2023-26)

Academic Libraries

David Smith, Thomas College (2022-2025)

Public Libraries

James Rathbun, Baxter Memorial Library (2023-2026)

Jenna Mayotte, Falmouth Memorial Library (2024-2027)

Alana MacArthur, Lithgow Public Library (2024-2027)

Special Libraries

Vacant

School Libraries

Jennifer Lewis, Augusta School District (2023-2026)

Ex-officio:

Steve Norman, Maine InfoNet Board Representative, Belfast Free Library

James Jackson Sanborn, Executive Director, Maine InfoNet