



Wednesday, September 11, 2024, 10:00am - 12:00pm

Zoom: <https://thomas-edu.zoom.us/j/87204771579>

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

- Call to order – meeting began at 10:12

In attendance were Carin Dunay, Steve Norman, James Rathbun, David Smith, Jennifer Lewis, Shelley Davis, Alana MacArthur, Jenna Mayotte, Judi Moreno, Lynn Uhlman. Joining late: James Jackson Sanborn, Carol Lord.

- Review and acceptance of the July 10, 2024 meeting minutes. Passed without discussion
- Reports
 - **Maine InfoNet Representative** – Steve – The phased approach to resuming interlibrary loan requesting and van delivery was described at the August 5 meeting of the Infonet Board.

After months of work and deliberation, a patron privacy policy was approved for Maine Infonet and its partner libraries. Here is a link to the policy

<https://www.maineinfonet.org/about/maine-infonet-policies/patron-privacy-policy/>

The process for the statewide database contracts seems to be on schedule.

With the resumption of van delivery, a potential change to MaineCat's ILL policy is being discussed. The ALA policy for lost ILL items is that responsibility for replacement costs lies with the borrowing library. Right now, MaineCat policy is that the last library to touch an item is responsible for replacement costs. The consensus of the Infonet Board is that even if MaineCat policy changes, Minerva could still set its own policy for intra-Minerva ILL.

- **Maine InfoNet:** JJS will be joining meeting later. Lynn will give us MIN updates
- **Minerva Technical Report** - Lynn – report on ILL van delivery: Minerva system alone currently has about 9000 items in transit. There are around 4000 items still waiting to be paged/pulled, new requests plus dormant past ones. At some point James, Lori, Beth and Stat will let us know when it is time to release old or stuck holds and MIN will supply documentation for how to do so. New patron requests are going through, old requests for popular items are being fulfilled chronologically by request date. All Minerva libraries are now turned on for requesting, school libraries were turned on yesterday. “Re-print Bills,” a new feature in Sierra 6.1, will be turned on when info parameters received from the Circulation Committee.

Maine InfoNet news:

UNE has had a soft roll out with MaineCat, after transitioning to the Alma system, joining UMSL. More libraries will be re-connecting to MaineCat once issues discovered with UNE are ironed out.

Walk-in borrowing will be working for UNE and MaineCat. Most libraries that had been on walk-in that stopped due to migration to new system will be added back in.

Dirigo libraries (BPL PPL, MSL and Law & Leg Library) are moving to Polaris, MaineCat lending will be shut down around Dec-Jan for migration process, the go-live date is anticipated to be in late winter or early spring.

- o **Finance Report** – Shelley – Financial documents are up. Some libraries have not paid dues yet. Does anyone have any questions? No one does.

- **Committee Reports**

- o **Cataloging Standards** - Carin – Subcommittees working on projects. 1st project deals with cataloging permissions, with a goal to get everyone up to certain standard, in accordance with their ability. The goal is to get all logins to comply to a policy that is currently being drafted. This will help in the creation of a training materials to educate future catalogers.

Lindsey, Janet, Lynn and Carrie have drafted a survey to release to catalogers. They hope to distribute survey to library directors, so that there will be 100% compliance. Directors will pass survey on to cataloger. Is there a directory of Minerva Library directors? (info is available on van delivery site, but must be parsed.) Shelley has list used by her and JJS, for sending out bills and will share list with Carin.

Next roundtable meetings is this Friday 9/13, where survey will be discussed.

Second subcommittee is the OER (Open Educational Resources) subcommittee consisting of David, Carin and Ann Spinney. They are working on how to responsibly add OER material to Minerva database. They will be drafting cataloging documentation for how to handle material, and want to create a new mat type. When done this will be presented at a round table meeting. David has wanted to do this for a while. Good material is on the Internet and free. Some of the same material is also in Ebsco but there is a fee to have Ebsco. David has been cataloging materials for a while now, over 2000 or so records in the catalog.

Carrie has had her 1st performance review. How to handle this administratively? Who gets the document of review, who has access? Carrie has been doing quite a lot, cataloging zoom drop in, hands on training at Prince Memorial this week. So, bureaucracy of management? JJS has the answer: Keep employment records, review, etc. in his office, where all MIN staff records are stored. JJS will keep docs with other personnel files, to be kept confidential. Steve agrees that is a good suggestion. Carin will give info to JJS.

- o **JJS Maine infonet.** Lynn's technical report covered some of his updates. Old holds potentially = stuck holds. Volume has been high, so MIN holding off on old holds. Popular materials go by date requested so some old holds are happening that way. But old holds that are unique or whatever are stuck. Hope to gradually move those through when volume subsides.

MIN had meeting with Clarivate success manager. JJS shared with representative that Minerva would like demo of new discovery layer for Minerva. Vega would be the layer, would replace Encore, which is out there but not used

- o **Circulation Standards** – JR - No update, next is meeting 9/25. Timeline for re-printing of bills depends on circulation committee, so will try to work on that. Patron deletion timeframe. State says three years, Minerva says five years ... change policy?
- o **Marketing.** No meeting.
- o **Financial Sustainability** -Shelly – as was decided in past, dues will be increasing for three years for Minerva membership - \$4600 is the second increase, due this year. Then \$4900 will be due for next year. Then? (Sierra contract is now a year-to-year contract.) Van delivery cost is a big question. Budgeted amount for this service is inadequate. The Board’s decision to cover 1 day for all libraries may result in \$50,000 deficit. The Fin Sustainability committee will be meeting 9/23 to start wrangling with this question. Committee: Jen, Josh, Shelley, JJS,
- o **Innovation Committee?** Steve and Carin. No one stepped forward to lead committee, so now defunct.
- o **Membership** – Prince Memorial is live, interest in joining from Dyer Library in Saco.
- o **Executive Board Nominating Committee?** – David – Exec Board all set. Possibly we may meet on a different Wednesday (currently second Wed. of every other month) if there is conflict with Chip Schraeder’s schedule.
- o **ILS Exploratory Committee** – JJS noted that the discussion with Clarivate rep about adding Vega discovery layer is the result of the exploratory committee’s meetings.

Old Business

Van Delivery going okay for all? Has everyone met their drivers? David said he has met his driver, Steve, Jenna and Carol have only had Stat Courier non-local employees. Stat still trying to hire more drivers who own their own trucks. Possibly there will be some problems in the future.

Number of committees are going to be having meetings, so there should be more to talk about next month. Any other questions? Jenna: Users Council? Shelley and David will plan it. David assumed we would have a hybrid meeting, with Zoom and a central location. Discussion about length of meeting and feasibility of attending in person. Perhaps one Zoom meeting in Fall and one hybrid in Spring, with a full agenda that perhaps includes some training? Something to ponder...

Next meeting Nov. 20

Adjourned 11:05 am

Executive Board Representatives, 2023-2024:

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

Chip Schrader (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

Judith Moreno, CMCC (2024-2027)

Public Libraries

James Rathbun, Baxter Memorial Library (2023-2026)

Alana MacArthur, Lithgow Public Library (2024-2027)

Jenna Mayotte, Falmouth Public Library (2024-2027)

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