



Wednesday, January 15, 2025, 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 10:04AM
- Introductions made
In attendance were Chip Schraeder, Jennifer Lewis, Shelley Davis, Carol Lord, Steve Norman, James Rathbun, Lynn Uhlman, James Jackson Sanborn, Jenna Mayotte, Judi Moreno, Ann Spinney, Alana MacArthur, David Smith.
- Review and acceptance of the November 20, 2024 meeting minutes
- Reports
 - **Maine InfoNet Representative:** Steve – Last meeting of InfoNet board was Nov.7, next meeting is Feb. 3. Nothing to report that wasn't reported on Nov. 20.
 - **Maine InfoNet:** JJS – The newly formed Polaris system (Dirigo) is active in set up stage, going live in March. MaineCat borrowing will be active 8 weeks or so after the go-live date. (When MaineCat is not live, PPL and others are open to traditional ILL, via e-mail or WorldShare) University libraries (Alma) soon to have walk-in borrowing again, after an Alma update on Jan. 13. Reciprocal will go live first for CBB (they have been in Alma longer than universities) then university libraries will follow. Backstage Library Works have been hired for bibliographical and authority control. MIN will begin exporting records to them soon to get started.
 - **Minerva Technical:** Lynn- OPAC was down this morning as a result of an attempted OS update, needed to upgrade to Sierra 6.2. Operating system update stopped today, will attempt again in the wee hours tonight. There were some difficulties accessing the Sierra manual, resulting from remote IPs trying to overwhelm the WebPac. The next phase of cataloging permissions is about to happen. Backstage should be starting soon, as JJS reported.

JJS - Slowdowns were traced to China, North Korea and Russia. Entire regions in those places have been blocked from Minerva. MIN tries not to do geographic blocking, preferring to block by IP address so as not to block legitimate individuals, however in this case that wasn't possible

Chip notes that VPNs could go around any blocks, so this might not fix it. Bots, drone computers, etc... are out there.
 - **Finance:** Shelly uploaded budget report to drive. All dues are payed, yay! Delivery invoice for \$113K covers Sept to date. Jenn Wood has ordered bags for delivery, invoice coming soon for around \$5.1K. Any questions?

Committee Reports

- **Cataloging Standards:** Ann – Committee has met since MaineCat roundtable, have been dealing with catalogers asking for tweaks to their permissions. Ann herself ran into obstacle from the change and understands the frustration many catalogers are experiencing. Soon the committee will stop just taking people at their word for where they should be in cataloging permissions levels once all the work has been completed. Future requests for permissions will need to go through some sort of official process, with catalogers needing to prove what they know as part of the pathway to advancement. The committee is excited about new thesaurus for inclusive terms offered by Backstage. This eliminates need/idea for a subcommittee of catalogers to remove/replace offensive and/or out-of-date headings.
- **Circulation Standards:** James Rathbun – The committee has not met since our last Exec Board Mtg. He does report that Rumford is now back in business, catching up on meetings, dues paid, working on outstanding bills. David – anyone heard from Unity? They mentioned an interest in resuming ILL, despite their current temporarily closed status. No one had any Unity intel.
- **Communications:** David – Committee has not met
- **Financial Sustainability:** Shelley – work done by this committee is in fits and spurts, with a hiatus until there is more information about future budgetary needs
- **Library Membership:** no updates
- **Executive Board nominating** – David – three members are terming out. Shelley notes that anyone can serve a second, third, fourth.... terms. Carol and Chip agreed to join with David to come up with nominations
- Old Business
 - **ILS exploratory committee** The committee has not met, but yesterday many committee and board members were at a demo of III's Vega discovery layer, which will be used by Dirigo via Polaris and can be used with Sierra, too. Carol asked if Open Source solutions could be explored, but clarified that she was thinking more about the Aspen system offered by Bywater, who are perhaps more responsive to client needs and requests than III. Development of Encore, current discovery layer that isn't used much, is being sunsetted, but no turnoff date for it has been set. JJS – Polaris will be using Vega discovery, so it would be easy for MIN to go with them for Sierra.
- New Business
 - Shelley – currently prepping for new budget, which will be passed in March. 63 libraries currently in the system, dues going up to \$5700 On the expense side - 5% increase in supply cost, Marcive switch to Backstage will cost \$12K, but 5K is set up. Catalog enhancement could be an expense as well as a jump in van delivery cost (\$140K as opposed to \$113K) Another expense is catering which is used once a year, delivery and totes at \$5500. Josh asked for increase last year for the High Demand collection after budget was set so will need to consider increase this year. Management of finances by Infonet, Cat committee employee – future cost? Carrie, cataloging specialist, started in May of last year. Are 10 hours/week enough? Cat standards committee – Lindsey Ryer stepping down, other volunteers will be stepping in. Next meeting we'll discuss whether or not hours of this position are sufficient.

Innovation funding is no more. Could we come up with something other ways to cut costs? Work that can be done to save members money? Ann- scholarships for cataloging classes worked really well (instead of cat postion?). Chip, eliminate catering and travel aspects of budget?

Spring Users council is generally in person, usually in Topsham. We will use the catering budget line then. Spring usually includes some level of training. Any ideas? Info on cataloging permissions? Lynn – Cater training to the crowd that attends meeting. Create lists? David – maybe basic list creation? James - Decision Center?, Carol - Sierra Manual?, Lynn manual for Decision Center

Next meeting March 19, 2025.

User's Council Topsham? Falmouth available as well...

Adjourn at 11:25 am.

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

Executive Board Representatives, 2024-2025:

Public Libraries

Carol Lord (Secretary), Curtis Memorial Library (2022-2025)
Alana MacArthur, Lithgow Public Library (2023-2026)
Jenna Mayotte, Falmouth Memorial Library (2024-2027)
James Rathbun, Baxter Memorial Library (2022-2025)
Chip Schrader (Vice Chair), Scarborough Public Library (2024-2027)

School Libraries

Jennifer Lewis, August Schools (2023-2026)

Academic Libraries

Shelly Davis (Treasurer), Husson University (2023-2026)
Judy Moreno, Central Maine Community College (2024-2027)
David Smith (Chair), Thomas College (2022-2025)

Ex-officio:

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