



Wednesday, March 19, 2025, 10:00am - 12:00pm

On Teams: [TEAMS](#)

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

- Call to order – meeting began at 10:15AM, after a little fiddling due to first meeting on Teams.
- In attendance: Shelley Davis, Carol Lord, Steve Norman, James Rathbun, Lynn Uhlman, James Jackson Sanborn, Jenna Mayotte, Ann Spinney, Alana MacArthur, David Smith, Alisa Revitt, Vince Garin, Chip Scraeder, Albie Dunn
- Review and acceptance of the Jan 13, 2025 meeting minutes.
- Reports
  - **Maine InfoNet Representative:** Steve – written report is in the Drive. MIN staff has been occupied with migrating Dirigo libraries (Bangor, Portland, MSL and ME Law & Legislative Lib) to Polaris. Visiting patron functionality (needed for walk-in Reciprocal Borrowing) for Alma libraries is still being developed. CBB will be first to implement this Alma functionality when it is ready, then the University of Maine libraries. David noted that URSUS is no more, having split into Dirigo and UMSL.
  - **Maine InfoNet:** JJS – Been focused on Polaris migration. Dirigo is now up and running. Each library has its own Vega site, but there is also a shared catalog page, not so fancy. Generic site: [dirigolibraries.org](http://dirigolibraries.org) Continuing to close out current MaineCat transactions (ILLs) via Sierra but those items have disappeared from MaineCat for now. MaineCat should be back up to snuff in May, with Dirigo items in the catalog and walk-in borrowing will be functional. Dirigo collections are still available during this period via traditional ILL. Visiting patron for ALMA libraries not ready yet, but BBC should be ready soon, followed by UMaine and UNE libraries. By executive order IMLS is being cut back to the maximum amount allowable by law with only statutory requirements left in place. These cuts would include grants to states, in Maine this money has funded free highspeed Internet for libraries, databases, digital books, ILL, services for vision impaired and homebound people, support for Maine InfoNet and more. IMLS says it can continue funding through current budget allocation, but then who knows. It is bleak. Maine congressional reps are all supportive, but MLA encourages everyone to express their support and concern for libraries. Chip – wondering how things going with the bots that were slowing down server last month? Last round of Bots from servers in Brazil. Blocked incoming from Brazil for now, despite not being in favor of completely blocking large geographical regions. Slowdowns of yesterday are under MIN scrutiny.
  - **Minerva Technical:** Lynn- 320 Minerva-labeled tickets so far this quarter. (Doesn't include Dirigo, MILS etc. libraries). Been inundated this last year with support tickets. Sierra 6.2 has been released, MIN will update this spring. New slowdowns since the bots of Brazil – latest bots are coming from all areas, no one location identified.

Initiatives – cataloging permissions 1<sup>st</sup> phase done, 2<sup>nd</sup> phase done last week (permissions for circulation log-ins) took away bibliographic maintenance permissions needed when deleting items. Item deletion does not affect bibs and overnight updates remove holding symbols from bib records. Only issue is that empty bibs can't be deleted due to Sierra limitations on customizing permissions. Libraries can always open tickets for bibs to be deleted. Another initiative: Back Stage bibliographic control is starting. BS has access to Minerva bibs. May need tweaks when fixes come back into the system. Circulation focused initiative LX starter (4 beta test libraries) This will be an opt-in service that concerns e-mail notifications to patrons. Working on bugs with hold pick-up notices with LX starter before giving libraries the option to use LX starter. Another project has been the Dirigo migration – all items removed from catalog=MaineCat, but should be added back in MaineCat by May.

- **Finance:** Shelly uploaded budget report to drive. FY25 through the end of Feb. Large overage in delivery service, as anticipated. But otherwise on track.

#### Committee Reports

- **Cataloging Standards:** Ann – put in link to report from Cat Standards committee (tried to do AI summary but that was a mess) Lindsey Ryer has stepped down from committee, Josh Tiffany has stepped up. Currently having issues with monitoring the committee g-mail account, which is where questions should be directed. The account gets a lot of e-mails and it is hard to keep up. Catalogers are confused about when to write to committee, MinervaCats or open a support ticket. Cat permissions project to address bibliographic maintenance assigned permissions to catalogers based on a survey. Survey – received 117 responses to the questions which determined their permissions level. They have tweaked some functions after feedback from users or realizations that more permissions/modules were needed. Cataloger advancement is spelled out, with several people currently working to raise their permission level. Project identified many unscoped log-ins and don't know where they came from. MIN can't police rules, nor can the cataloging committee, but the permissions scheme should help improve bib records. Committee is open to new ideas. BackStage – reviewing report that shows how catalog will be affected once records are reviewed. David Smith championed new mat type for virtual records. Committee explored open resources in the OPAC Still need to tweak material type (currently it is “!”) but it may be causing problems. There will be a scope for open access materials. JR noted that there is no permission level 0. So, circ logins all have level 1. Circ level permission does not allow for deleting empty bibs, this is a system limitation.
- **Circulation Standards:** James Rathbun – Circ Listserv does not get the number of questions that Cataloging email gets. No report, since there hasn't been a meeting since last Exec Bd mtg. Hoping to schedule a committee meeting to finalize the Best Practices document started some time ago. Will be working on solidifying standards for barcodes, since some libs are printing their own and others need to specify standards with vendors. Also JR now has ability to edit MIN Minerva Circulation website, so there will be updated information soon.
- **Communications:** David – Committee has not met
- **Financial Sustainability:** Shelley – Committee has not met.
- **Library Membership:** JJS – group has not met, but hope to bring in Dyer Library at some point. Maine General Medical Center may be withdrawing from the consortium.

- **Executive Board nominating** – David said group has not met, but other members are Carol and Chip. Carol has one nominee, Chip thinks he can get a few. Call out will happen at the User’s Council meeting. Shelley noted that vote needs to happen in April, via e-mail to all members.
- Old Business
  - **ILS exploratory committee** Vega demonstration was recorded. Dirigo, as noted above, is using Vega. Aspen recording will be shared if anyone wants to see it. Carol stated her preference for Aspen, which seems more flexible since it can work with other library software (calendar, scheduling etc.) and Vega doesn’t work with other software and instead sells its own as add-ons to Vega. Price will probably be the determining factor in choosing a new discovery layer.
- New Business
  - Shelley –proposed budget is in the drive. Amount in budget for cataloging specialist will remain the same, for whoever is to be Carrie’s replacement. Budget anticipates 63 libraries in Minerva, counting the addition of Prince, but number may go down to 62 if Maine hospital withdraws. ILL increase at 5%, 3% increase with catalog enhancemt, van delivery estimate \$42.50 per stop x 52 (one stop a week paid for all members paid from dues). Travel exp, catering, combined, totes \$5500, High Demand increase 2K added to the 5K it was. 3K for James – 5% increase since there has been no increase in a long time. Will have a similar deficit to this year’s, but do have the reserves to mitigate the amount. Reserves dwindling, however. Budget is reasonable, move to accept it made and approved.

Some things going on: Rumford voted to move library governance from board control to town control. There have been hints from the director that Rum may not stay in the consortium. Unity’s collection is currently offline. Shelley said they are back up and running with delivery, part of the collection moved to a new campus at Pineland. Moved collection is back online, portion not moved is not available or visible. Things with Unity seem to be moving in the right direction.

Next meeting May 21, 2025. (Date changed to 5/28)  
 Users’ Council Meeting April 2, 2025

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