

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT WINTHROP PUBLIC LIBRARY
NOVEMBER 29, 2007**

PRESENT: Seventeen libraries were represented at the meeting, attendance sheet attached.

CALL TO ORDER: Linda Hummel-Shea called the meeting to order at 10:10.

APPROVAL OF MINUTES: Martha Holden made a motion to approve Minutes from October 18, 2007 meeting. Doug Rendell seconded the motion, which passed by unanimous vote.

TREASURER'S REPORT: Doug Rendell reported on the budget as of October 31st. The audit is completed and waiting for final report. Deb Abraham made a motion to accept the treasurer's, Ruth Urell seconded the motion. The vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- Reviewed handout on MBLC FY '09 budget hearing held October 4th. Proposing budget increase from \$2.8 to \$6 million in account 9506. Continuing to work on push for increase.
- Executive Board approved new full-time position, Digital and Catalog Librarian. Received eight applicants, four were interviewed. Second interviews next week.
- Reported MBLC is developing an advertising campaign to make public more aware of the services libraries offer. The new portal will be masslibraries.com. NOBLE secured noblelibraries.com and org.
- Regional library systems operating MassCat for small libraries and schools are now getting own open source system, in place of contracting with Auto-Graphics.
- Filed E-rate Form 470. Working with Atrion trying to put together group purchase with other networks for data lines and Internet service. Expecting proposal next week.

Elizabeth Thomsen –

- NOBLE staff attended Digital Day at Holy Cross on October 25th. Elizabeth and Ron did presentations. Many libraries attended. A soft launch of the Digital Library was done that day.
- October 30th staff of NOBLE libraries attended session at EBSCO. Presentation was more sales oriented than expected.
- On November 8th held first Collection Day at NOBLE. Collection Management team organized and representatives from the team did presentations.
- Continue to work on NOBLE Digital Library. Priority is to get data in our current system into the digital library. Waiting for the "handle" from D-Space, this is like a domain name. Data will be harvested in the Digital Commonwealth.

Martha Driscoll –

- Continue to look at Internet bandwidth issue. The day before Thanksgiving, engineer from Atrion come to NOBLE to upgrade the Packetshaper. He upgraded the operating system and installed an additional module to analyze the traffic going through the network. The engineer will continue to monitor and make suggestions. Martha encouraged libraries to report any issues as soon as possible so the engineer can look at it at the time its happening.
- Recycling company CRT Recycling took away old equipment at no charge formerly in our computer room.

APPROVAL OF FY 2009 ACTION PLAN:

Ron explained the network is getting to a point where have to consider growing our system. Open Source is one alternative or can continue to invest with Innovative, but there are costs to both. Ron reviewed the highlights of the FY 2009 Action Plan:

Goal 1 – Support Member Libraries

- A.-E. Continue training, consulting and support.
- F. Make the Staff Information System more collaborative.
- G. Improve training on key specific open source software for NOBLE staff.

Goal 2 – Fill Users’ Needs

- B. Improve resource sharing, focusing on improving foreign language collection.
- E. Investigate e-mail courtesy notices, reminders before overdues.
- F. Option for direct patron use of credit cards.

Goal 3 – Improve Access

- A. Giving patrons the option to send catalog information to cell phones.
- B. Investigate and plan for next generation catalog interface.

Goal 4 – Advance Technology

- B. Investigate open source library modules.
- C. Replacement of integrated library system servers grant application.
- E. Investigate online backup and recovery.

Goal 6 – Expand Partnerships

- B. Work with other Mass. Networks to determine feasibility of shared development of open source system.

Ruth Urell commented it is very detailed, moving forward, and shows advocacy.

Executive Board approved the plan. Ruth Urell made a motion to approve the FY 2009 Annual Action, Sharon Gilley seconded the motion, which passed by unanimous vote.

VOTE ON POLICY RECOMMENDATIONS FROM RESOURCE SHARING WORKING GROUP:

A. SPECIAL REQUEST POLICY:

Ron reviewed the recommendations by the Resource Sharing Working Group, which were approved by Executive Board. In summary, a NOBLE library needing multiple copies of a title must use the Special Request Policy process instead of placing holds. The lending library has the option to decide what they are able and willing to supply, or not fill the request at all. The policy text is below:

Special Request Policy

A NOBLE library needing multiple copies of a title, or multiple items by a certain author or authors or on a specific topic, especially for a book group, community read or display, must use the Special Request process instead of placing holds.

To use the Special Request process, the requesting library fills out a form on the Staff Information System which sends an e-mail message to a designated person or mailbox in each NOBLE library. The designated recipient makes the decision to send requested items as they are able, pulling the items from their shelves, checking them out via a special patron account to the requesting library and putting them into delivery.

There is no limit to what may be requested; lenders can decide what they are able and willing to supply on a case-by-case basis.

Details, form and procedure will be available on the Staff Information System.

Special Request Procedure

1. Requesting library fills out special request form online -- http://www.noblenet.org/sis/ill/special_request.html An email will be distributed to designated recipients in libraries.
2. Lending library decides to fill the request and takes books off shelf. The delivery slip should be addressed to the contact person at the requesting library.
3. Lending library checks book out to requesting library and puts in delivery.
4. Requesting library receives item and checks it out to bookgroup patron etc.
5. Requesting library circulates item to patron.
6. Requesting library returns item to owning library. If requesting library decides to keep the item for further circulations, the library must check material out to special card or "in transit" status will remain.
 - 6a. If hold exists, requesting library must fill hold with the item.

Myron Schirer-Suter made a motion to accept the Special Request Policy as recommended by Resource Sharing Working Group and approved by Executive Board. Karen Pangallo seconded the motion. The motion passed by unanimous vote.

B. NON-NOBLE LIBRARY REQUEST POLICY:

Ron explained some of NOBLE libraries were issuing library cards and PINs to non-NOBLE libraries. This action subsequently allowed the non-NOBLE library to request items to place on hold on our system through a NOBLE library. These libraries should be using the regional library services. The policy text is below:

Non-NOBLE Library Request Policy

Only full or associate members of NOBLE may request items through the NOBLE system for hold shelf or other library checkout redistribution to their constituents.

NOBLE libraries should advise non-member libraries to use regional library systems to request books for their users.

NOBLE libraries must not distribute library cards nor PINs to non-NOBLE libraries.

Ruth Urell asked for clarification on the third item. Ron explained this pertains specifically to non-NOBLE libraries, not individual librarians who may live in a NOBLE community or work for a school in NOBLE community.

Tim Sprattler added that a librarian could get around it by checking out an item using their NOBLE card for a student in their school. Elizabeth Thomsen explained this is pertaining to institutional cards that are

being issued to non-NOBLE Libraries and are members of the region. Those libraries are advertising that they can make requests on the NOBLE network instead of using the ILL regional center. They are placing holds and circulating NOBLE items for their students.

Ron added the difference is if the librarian of a non-NOBLE library uses their NOBLE patron card to check out items for their students then they are personally responsible not the institution they work for.

Ruth Urell asked if the third item could be restated that non-NOBLE libraries can only be issued institutional cards. Ron explained this policy is separate from the Institutional Cards Policy, it is pertaining specifically to non-NOBLE libraries that were functioning as a NOBLE member. The discussion continued about the institutional cards policy. Ruth stated the policy isn't clear what the purpose and expected use is. Feels it is confusing with the Non-NOBLE Library Request Policy.

Doug Rendell made a motion to approve the adoption of the Non-NOBLE Library Request Policy. Myron Schirer-Suter seconded the motion. The vote was unanimous with the exception of Reading Public and Phillips Academy who opposed.

C. INSTITUTIONAL CARDS POLICY:

The policy is being sent back to Resource Sharing Work group for further discussion and clarification.

Ron stated the Reading Group Multiple Copy Requests policy needs to be rescinded in place of the new Special Request Policy. Martha Holden made a motion to rescind the Reading Group Multiple Requests Policy. Doug Rendell seconded the motion. The vote was unanimous.

PERSONAL AND PROFESSIONAL IDENTITIES IN THE WEB 2.0 ERA:

Due to the meeting running late this item will be tabled to next meeting.

ADJOURNMENT:

Martha Holden made a motion to adjourn. Mary Todd seconded the motion. The meeting adjourned at 11:55.

Respectfully submitted,

Karen Pangallo
Secretary