

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT GORDON COLLEGE, BEVERLY CAMPUS
MARCH 20, 2008**

PRESENT: Fourteen 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 November 29, 2007 meeting. Karen Pangallo seconded the motion, which passed by unanimous vote.

TREASURER'S REPORT: Doug Rendell reported on the budget as of February 29th. Spending on target at 58%. Myron Schirer-Suter made a motion to approve, Nadine Mitchell seconded the motion. Vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- New specifications are on web site for PC recommendations to meet future Millennium minimum requirements.
- Release 2007 is being beta tested on the training system. Reporting issues to Innovative.
- Ron, Elizabeth, and Martha attended a demo at NMRLS of MassCat's Koha-based open-source ILS system, which will be implemented this summer. MassCat is the system of resource sharing for small school and specialized libraries. This will be the first widespread implementation of an open source library system in the state.
- Network Administrators meeting was held last week. Ron and Elizabeth facilitated a discussion on open source. Elizabeth will be co-leader of a group that will explore open source issues.
- Ron will be attending PLA, Elizabeth going to CIL, both going to IUG in April.
- Legislative Day at the State House is April 2nd.
- Investigated Google Apps, which offers a free hosted email and calendar program. Decided against it because of privacy issues.
- Innovative has additional product that would allow libraries with branches to treat them as a separate sub-priority group before going to other libraries for best sellers, etc. Unfortunately it is very costly and therefore have decided against it.
- Ron met with NMRLS consultant at Beverly Library with Pat Cirone. They are visiting libraries about delivery issues. Ron handed out a graph that showed network transfers are up over the past several years. Ron was asked by NMRLS to draft a letter for the consultant identifying issues in delivery. He passed around a copy of the letter.

Elizabeth Thomsen –

- NOBLE's new digital and catalog librarian, Beth Willis, began January 14th. Digital Library is live and running, but staff is continuing with design and content work. Saugus, Lynn, and Peabody participated in a NMRLS pilot digital project. Their content needed to be moved to our digital library. That transition did not go as smoothly as expected. Elizabeth explained the process of getting the records into the NOBLE digital catalog. Running scripts to get records into our digital catalog, which are also harvested through the Digital Commonwealth. Working on design and mapping, identifying images using zip codes and street addresses. Beth Willis is meeting with staff at libraries to discuss their data. Elizabeth stated that 80-90% of hits to Digital Commonwealth are coming from searches in Google.
- Continue to work on the Staff Information System moving our web based content to Word Press.

Martha Driscoll –

- Moved the NOBLE hosted web sites to the new server. Next project will be to move email to the new server. Email is slow due to old slow server and old software; the switchover should be in couple of weeks. New version of WebMail will be faster.

Elizabeth reminded *Email Trainers Meeting* is next week. It is important to send your library rep especially with change to new server. Some libraries have NOBLE and college email accounts and may want to look at merging the two accounts.

VOTE ON BOOK GROUP CARD POLICY:

- Ron explained in November the Special Request Policy was passed. Unfortunately once implemented did not work as well as anticipated especially for ongoing book groups. A survey was sent to libraries and email groups for input. The new Book Group Card policy was developed by the Resource Sharing Working Group and approved by Executive Board. It allows for the use of a specific book group card with a different Ptype. Using the card is optional; libraries can still use holds to get books for specific patrons in a book group.
- Elizabeth explained the card lets libraries know the item is going to a book group and not a person, and will be loaned for a period of time.
- Ron added once the policy is passed libraries can opt out. If a library chooses to participate and borrow this way, then they are expected to lend this way. The Book Group Policy is as follows:

Libraries seeking 25 or fewer copies of a title for a book group have the option of using a Book Group Card. Holds are placed for the Book Group Card rather than for individual patrons or using the Special Request procedure. The card or cards must have the ptype of Book Group.

In book group card loans, it is understood that:

- Copies may be displayed for pickup by patrons
- Copies may be held for pickup by patrons longer than normal
- Copies may be recirculated to additional patrons in the book group
- Copies may be away from the owning library for 4-6 weeks

Libraries who do not wish to supply items to Book Group Cards can choose to have their materials unavailable to these cards through a loan rule.

Libraries who request using a book group ptype must also supply but may decline individual requests.

Martha Holden made a motion to approve the Book Group Card Policy, Sue Koronowski seconded the motion. The motion passed by unanimous vote.

TELECOMM IMPROVEMENT PROJECT:

Ron did a PowerPoint presentation on the Telecommunications Improvement Project. He discussed the current issues with our network:

- Slowness, especially for Internet
- Old technology, being phased out
- Verizon delays in repair response
- Cost increases
- Library frame-relay lines

Decision was made to have a new network installed. Proposal went out and met with DSCI, One Communications, and Atrion/Paetec. Decision was made to go with Atrion/Paetec because of lowest cost, their commitment to service and the stability of both companies.

New lines will be installed using MPLS, a newer technology. Although the new Vendor will be Paetec, Verizon will do local installations and repairs under direction of Paetec. The new network will double our Internet capacity from 10M to 20M and libraries will be directly connected without going through central site, as it is currently. If NOBLE's office has a power or data line failure, libraries can still connect to Internet in the new design, currently that is not the case.

Changeover is scheduled for July 1st. Verizon will install new lines at all libraries, awaiting schedule. Current equipment at the libraries will not change. Atrion is overseeing the changeover with Paetec at no additional cost.

Ongoing Costs:

- Data lines actual \$194,196 vs. budget \$195,048. No installation costs involved. The ongoing maintenance costs will be the same, just paying different vendor.
- Internet costs will decrease from \$62,000 to \$26,340 due to elimination of library traffic coming through central site first. There will be a small buyout cost of time remaining in our current contract with UMass.

COLLECTION MANAGEMENT: WHAT YOU NEED TO KNOW, WHAT YOU NEED TO DO

- Elizabeth explained Collection Management started many years ago as a requirement of the Mass. Board of Library Commissioners for the networks to undergo a continuous program of collection assessment. Currently using Conspectus, which is the standard to manage and maintain collection. Elizabeth did a demonstration showing schedule of Conspectus division for LC and Dewey ranges on Staff Information System. The Conspectus schedule is divided into thirty-six sections, which goes through a 3 year cycle. Create lists are used and can be saved in PDF files. Reports can be sorted by circulation, title, publication year, call #.

Libraries should use this information to check their collection and give reports. When filling out the report form libraries need to assign levels. Libraries are required to log in and fill out the report. It can be saved and continued at a later date. Our collection assessment is at the beginning of a new 3 year cycle so this would ideal time for libraries to get caught up.

Linda Shea added they are very busy during year don't actually get caught up, can only do during summer and even then are never current. Mary Ann Niles agreed, her library is in the same situation. Elizabeth stated libraries should not be spending too much time or do too much. Brian asked if should just concentrate on getting level in all and go back. Elizabeth explained this information is needed for MBLC. Discussion continued.

DOWNLOADABLES TASK FORCE:

Linda Shea stated NOBLE has looked at downloadable vendors. It was discussed at Executive Board and decided more information is needed. Pat Cirone will be chairperson of Downloadables Task Force. The committee is currently being formed, contact Ron if interested.

WORKING GROUP UPDATE:

Elizabeth reported Electronic Resources and Database Working Group will be hearing the date soon on the move to Webpac Pro.

Lorraine Jackson brought up article in Boston Globe today about Tewksbury and Dracut libraries considering privatization.

ADJOURNMENT:

Nadine Mitchell made a motion to adjourn. Carol Gray seconded. The meeting adjourned at 12:10.

Respectfully submitted,

Karen Pangallo
Secretary