

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 18, 2008**

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

CALL TO ORDER: In Linda Hummel-Shea's absence, Martha Holden presided over the meeting and called to order at 10:05.

APPROVAL OF MINUTES: Lorraine Jackson made a motion to approve Minutes from June 19, 2008 meeting. Brian Courtemanche seconded the motion, which passed by unanimous vote.

TREASURER'S REPORT: Ron reported there is not a report to present since this meeting is the FY '10 budget presentation which reflects FY '09 adjustments.

MANAGERS' REPORT:

Ron Gagnon –

- Our auditor, Bob Guimond, has finished his onsite visits and will be sending a draft of the financial statements within the week.
- FY2008 reports and FY2010 requests for Telecommunications and Resource Sharing, and the network statistics report were filed with MBLC in August.
- Next Thursday network administrators are meeting with Board of Library Commissioners staff to discuss distribution of telecommunication and resource sharing funding for FY2009.
- Next Monday and Tuesday several NOBLE staff will be attending the biennial *Innovative Consortia Partners Meeting* in Natick.
- Members Meetings schedule has been reduced to six this year. This is the minimum requirement as stated in By-Laws.
- Executive Board authorized the Working Groups over the summer. One new group has been formed, System Review Working Group. This group will review issues and policies relating to our current system and software needs. They will also look ahead to what future needs will be, as well new technology.

Elizabeth Thomsen –

- Working on completing the meeting and training scheduled through June. Reviewed some of the meetings scheduled:
 - *Annual Circulation Roundtable* will be held October 9th. Training needs will be discussed and as a follow up individual library meetings will be scheduled at NOBLE with Head of Circulation to review the library needs
 - *Tech Services Roundtable* scheduled November 6th. Discussion will be on Guicat and the need to transition off as move to Release 2007. Individual sessions will be scheduled at each library.
 - *Serials Roundtable* on December 4th and *Acquisitions Roundtable* on December 16th.
 - *Readers Advisory Roundtable* on October 28th. Expect the discussion to center on NextReads and OverDrive.
 - There will be a new training session, *Local History Research*. In addition there will be introductory and intermediate training session in *WordPress* and *Create Lists*.
 - There will be two *Reference Roundtables* in the fall one for academics and one public. They will be facilitated by volunteers, Myron Schirer-Suter for the academics, and Donna Maturi from Danvers and Mary Grein Rasner from Melrose will co-facilitate the public. There will be a joint roundtable in the spring.
- Ron and Elizabeth met with Greg Pronevitz and Mary Behrle from NMRLS and Larry Rungren, Executive Director at MVLC, to discuss regional approach of weeding and offsite storage. Report of items that haven't circulated in 20 years were sent to libraries to review. At some point implementing an inventory policy might need to be considered for items that haven't circulated in a determined number of years.

Martha Driscoll –

- Spent last month working on telecommunication upgrade.
- Working on putting more statistics on Staff Information System and wean away from doing print.
- Emumail Webmail program has had some issues last few months when put on new server. Martha is looking into other Webmail programs

FY 2010 BUDGET PRESENTATION:

The budget is presented at this meeting with a vote for approval at October's meeting. Ron did Powerpoint presentation, which is highlighted below:

Electronic Resources:

- OverDrive and Next Reads group projects step forward for NOBLE
- More libraries looking into more individual electronic purchases

Hold Down Assessments:

- No increase in FY 2007 and FY 2008
- 1% In FY 2009
- 2.95% increase budgeted for FY 2010 – current CPI is 6.3% (chart presented depicting NOBLE lower than CPI)

Financial Stability:

- Built up capital \$1,071,774
- Capital may be need for new system.
- Capital may be needed for relocation or renovation costs May 2011

Short Term Issues:

1) OverDrive Costs

- Increased NOBLE funding in FY 2009
- \$8,000 more from book group kits
- \$32,000 NOBLE, \$20,000 libraries
- Two libraries contributed extra \$1,000
- NOBLE fund in FY2010 – \$3,000 for titles, \$20,000 for platform
- Libraries still contribute as at present

2) Telecomm Bandwidth

- Increased Internet bandwidth moves bottleneck to some library lines
- No funds here for add library line capacity
- Would require doubling ongoing costs for those locations

3) Ballot Question #1

- Would put MBLC, regions, public libraries out of business within the year
- Hamper state colleges
- Still have private academics

4) Lack of State Support

- MBLC line 7000-9506 only line in state budget not restored to FY 2001 levels; then \$4.4 million now \$2.8 million
- Governor vetoed increase approved by Legislature
- Could be 9C callbacks on funds

Long Term Issues:

1) System

- Current server three years old. LSTA grant application for FY2011 replacement
- Consider additional functions such as credit cards, self registration, web 2.0 catalog
- Optimal system software vendor and model

2) FY 2011 Finances

- Declining state rev and effect on MBLC subsidies
- Decrease carryover surplus due to correct data line billing
- Lease expiration

Reviewed bar graph comparing FY 2009 and FY 2010 expenses; and pie chart with FY 2010 Cost Distribution. Biggest expense, Personnel which is 45% of the budget, increased slightly. Telecomm at 16% of the budget decreased slightly. On average library assessments will increase 2.95% for FY 2010.

Carol Gray commented considering the economic future are there some ways NOBLE should scale back. Ron explained this budget is scaled down and is planning for an uncertain future.

Lorraine Jackson added Ron presented several budget scenarios and this is the lower budget approved by Executive Board that Ron presented. It took into account line item cuts.

NEXTRREADS READERS ADVISORY UPDATE:

- Elizabeth explained NextReads is an e-mail newsletter patrons to which subscribe to receive recommendations on books on chosen subjects. The newsletters are sent direct from EBSCO to patrons' email. Elizabeth did demonstration of how to access NextReads and how it works. It is currently being featured on NOBLE's home page.
- Ron added NOBLE is having bookmarks made up to distribute to libraries as promotional material. Other promotional projects, such as posters, will be available as well.
- Danvers and Peabody upgraded to NextReads local version. This version puts NextReads link directly on the library's web site and can be customized with the library's information. Pricing is based on population.
- Brian Courtemanche commented is it more of a need to public libraries then academics. Jeffrey Marzluff stated at Phillips they are promoting it before breaks and summer. Elizabeth suggested academics click on the lists and see what it is available. May be some topics that aren't all leisure reading, but topics staff or faculty could use.
- Maryann Niles added one of their librarians started a book group with the staff so Maryann is sending the NextReads information to the person running the book group.
- Myron Schirer-Suter asked how this list will affect holds and circulation. Elizabeth stated best sellers are not on the list because don't need affirmative action, but the lists will have a mix of older and some newer titles.

OVERDRIVE DOWNLOADABLE AUDIOBOOKS UPDATE:

Elizabeth gave updated report on OverDrive. Information is on Staff Information System, www.noblenet.org/sis/overdrive. She attended Digipalooza, OverDrive's User Group Conference, in July.

- Conducted a meeting in August with library staff coming to NOBLE with their MP3 devices to become more accustomed to how OverDrive works with different devices.
- First overview meeting earlier this week at NOBLE. NOBLE's site is not up yet, still using Boston Public Library as test site. Topics discussed were:

- 1) How to use devices
- 2) How long loan period should be
- 3) Deciding what titles to have on "opening day" and what would be best titles as starting collection. Want to balance normal titles, titles that can only be checked out by one user at a time, versus Blackstone titles, which are titles that are in the "always available" but leased annually.

Considering investing more in “always available” titles first year to be sure have enough titles available.

- Working with OverDrive to get system up. Martha is working on authentication and staff is working with NELINET getting catalog records into our system.
- Our users as residents of the Commonwealth are eligible to use Boston Public Library site as well to access OverDrive.
- *Unabridged* is an OverDrive collection which is a service of Perkins School for the Blind’s Braille and Talking Book Library. This is available to all residents of the Commonwealth with a visual or physical impairment that limits their ability to read regular print material.
- Pat Cirone asked how authentication will work. Elizabeth explained it’s intended for home users and need card to log in. Authentication for academic card is by “P” type, and for public card it’s by residence.
- Martha Holden stated they are considering circulating the devices. The cost of an MP3 device is about the same as a hardcover. MaryAnn stated they are already doing that, but devices are pre-loaded with titles for students to use for classes.
- Debbie Abraham commented it would be a problem in Everett because their patrons don’t subscribe to online services from home and primarily use the computers in the library for their online access. Elizabeth stated once have download station set up at NOBLE, libraries can come by and test it.
- Pat Cirone mentioned she’s creating a tri-fold brochure template she would be happy to share with libraries. Elizabeth stated NOBLE will be getting promotional materials from OverDrive, but anything libraries create send to her to put on Staff Information System for libraries to access. Ron stated OverDrive will be doing brochure with blank box for libraries to put their name and customize.

TELECOMM PROJECT UPDATE:

Martha Driscoll did presentation of an overview of the network. Below are highlights:

- New central network with Paetec, who manages the network, for better service. Library connection is into Paetec then into NOBLE on 10 MB line. Internet separate line with 19.5 MB, which is double the previous size and directly off the network instead of coming through NOBLE office.
- Almost all libraries reported issues of slowness when the new network came up. This was reported to Atrion and they put in our network a Quality of Service (QOS), it prioritizes traffic over a network. It is set so anything going to or from the Innovative server has high priority. This improved the slowness issue with most libraries. Some still having issues.
- Meeting today with Atrion to go over network. Salem and Melrose still experiencing extreme slowness with catalog and Millennium. Winthrop slowness with Millennium.

Lorraine Jackson and Dennis Kelley reiterated how slow everything is and worse since the Paetec changeover. Nadine Mitchell of Lynn stated Internet still slow. Martha explained the frame relay was old technology and newer technology with Paetec. She’s hoping Atrion will have answers as to why it is worse at some libraries than others.

OTHER BUSINESS:

Nadine Mitchell of Lynn announced she is retiring June 2009. Elizabeth Thomsen commented on the great job she did as director of the Lynn library.

ADJOURNMENT:

Ruth Urell made a motion to adjourn, Carol Gray seconded the motion. Meeting adjourned at 12:10.

Respectfully submitted,

Karen Pangallo
Secretary