

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT READING PUBLIC LIBRARY
OCTOBER 16, 2008**

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

CALL TO ORDER: Linda Hummel-Shea called the meeting to order at 10:05.

APPROVAL OF MINUTES: Ruth Urell made a motion to approve Minutes from September 18, 2008 meeting. Lorraine Jackson seconded the motion, which passed by unanimous vote.

TREASURER'S REPORT: Doug Rendell reported Bob Guimond, our auditor, completed our audit. The financial statements and tax returns were approved by Executive Board. Lorraine Jackson made a motion to accept the report, Karen Pangallo seconded the motion. Vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- Some library directors and staff were quoted in an article in The Boston Globe North section.
- Sent email to directors on governor's state budget cuts –effect on networks is not too much.
- Attended Network Administrators meeting to discuss state funding. NOBLE receiving \$100,000 for telecommunications, budgeted \$95k, and receiving \$84,520 for resource sharing, budgeted \$80k.
- NOBLE staff attended Innovative Consortia Partners meeting last month in Natick.
- Working Groups are being organized and meetings set up soon.
- Attended Delivery Committee Meeting with NOBLE ILL Librarian, Marilyn Graves. NMRLS signed multi-year contract with current vendor, Eastern Connection. New contract is for a two day turnaround. NMRLS Delivery Committee is forming a subcommittee to look at local libraries delivery issues. Diane Smith will be director on the new committee.
- Network and Regional Administrators met with MBLC staff yesterday in Millbury to discuss 107 page report on delivery in the state. The report has many recommendations and the most significant is to move toward a \$4 million automated sorting system. This has been given to a working group to research. Seven points were agreed to, including requiring bar code placement in upper left front cover effective immediately. More information will come. Don't have to re-barcode, applies to new materials. Uniform barcoding will aid future automatic sorting. A communications plan is being developed, and link to report and best practices will be posted.

Elizabeth Thomsen –

- Speaking at NELA next week on Library 2.0.
- NOBLE staff involved with other Massachusetts consortia on open source software issues. A wiki has been created for those projects.
- Working on infrastructure issues; moved Staff Information System to Wordpress. Been a good review of what pages library staff use. Some features coming in a couple of weeks. Upcoming training sessions are now on the home page. Staff will have accounts to make comments.
- Set up account with Survey Monkey, an online survey web site for compiling surveys. This will be useful with the Working Groups.
- Also experimenting with *Go To Meeting* software, webinar type software. This may have a roll in training in situations where on phone and want to look at same screen. Also trying screen casting software where can send screen shots.
- *Circulation Roundtable* was held. It was a more discussion orientated meeting. There will be follow up meeting with each library at NOBLE with Head of Circulation.
- *Tech Services Roundtable* coming up with similar follow up meetings with each library.
- Reviewed training sessions, schedule posted on SIS calendar. Elizabeth can also do *To Go* sessions. She will come to your library and meet with several staff for a training session.
- Continue to work on NextReads and OverDrive.

Martha Driscoll –

- Reported on the slowness issue at Salem and Melrose since the telecomm upgrade. PacketShapers, a device that goes on the network and looks at ways to use bandwidth more efficiently, were installed at both libraries. PacketShaper can change the configuration. Will be looking at grants this winter for packetshapers for more libraries. Dennis Kelley stated Internet still extremely slow, Millennium better. Martha explained Millennium is prioritized and Internet is secondary. Martha sent network survey regarding the upgrade.

FY2010 BUDGET VOTE:

Presentation was last month. Linda Hummel-Shea opened the floor for questions or discussions. Ruth Urell asked if need to cut, has there been any discussion of infrastructure priorities. Ron responded that Executive Board has authority to adjust budget as needed for priorities. Data lines and system maintenance are contractual so those costs are fixed. There isn't a list, but would be revisited if needed. Ruth asked how long the Contingency Fund of \$675k, would cover expenses. Ron stated the figure represents six months of expenses, which was the time frame recommended by our auditor several years ago. No further questions. Karen Pangallo took roll call vote for approval of FY 2010 budget (copy attached). Vote was unanimous from libraries present.

FY2010 NON-BUDGET COSTS:

Ron reviewed handout with FY 2010 Pricing for Non-Budget Services.

- PC Support same as FY 2009 will re-evaluate part time extra day approved.
- Wireless security same cost \$1,100.
- Web site hosting remains the same, \$10/month for 500MB, \$375 set-up, \$50/hour for editing.
- EBSCO will increase 5% per contract.
- OverDrive same formula will be used.

Patti Rogers asked what the borrowers number represents -- Ron explained residents of the town. MaryAnn asked where the population number came from for colleges – NCES website.

OVERDRIVE DOWNLOADABLE AUDIOBOOKS UPDATE – Elizabeth Thomsen:

- Elizabeth explained Martha is in final stages with Overdrive on authentication – don't have launch date yet. Ron is working on promotional materials with OverDrive. Elizabeth projected the preliminary site that is accessible to library staff to practice with. Encourage staff to use it, user name and password was sent out. The web site address will be overdrive.noblenet.org.
- Elizabeth reviewed how the site operates, how holds works, how patrons check out and showed the OverDrive site where patrons download software with list of compatible devices
- Dennis Kelley asked why patrons can't check a title back in early. Elizabeth explained the publishers want libraries to purchase more titles, it's a way of governing downloads.
- Statistics and circulation were discussed.
- Pat Cirone, Laurel Toole, and Leanne Ellis were beta testers for purchasing titles.
- Initially purchasing just audiobooks and only two formats, WVA and MP3. Next year consider more formats. PDF and MobiPocket are two new formats need to get familiar with.
- Myron Schirer-Suter asked what is stopping patrons from downloading and copying a title beyond the license. Elizabeth stated there are ways patrons can get around it, but library staff have to be sure to honor copyright and don't mistakenly do it.
- Alyce Deveau asked if OverDrive can check to see if patron has a fine for overdue books. Elizabeth stated no, will only look at P type for academics and residence for public. MaryAnn has netLibrary audiobooks for English language users and circ preloaded devices. She would like to discuss with other libraries if they are doing that and related issues; Elizabeth recommended using the Overdrive email list

- Martha demonstrated the download station, software that is downloaded to a PC in the library that patrons can use to download audiobooks. Instead of downloading to console on PC, recognizes software and patrons device. Gerri Guyote asked what cost is. Ron stated \$500/download station, \$250/each additional station, 1st year maintenance included, and 2nd year maintenance 20% of total purchase.

BALLOT QUESTION ONE DISCUSSION:

Linda stated due to meeting running late asked for few quick comments.

ADJOURNMENT:

Myron Schirer-Suter made a motion to adjourn, Karen Pangallo seconded the motion. Meeting adjourned at 12:05.

Respectfully submitted,

Karen Pangallo
Secretary