

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT ABBOT LIBRARY, MARBLEHEAD
JUNE 16, 2011**

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

CALL TO ORDER: In Martha Holden and Pat Cirone's absence, Doug Rendell opened the meeting at 10:10. VP Pat Cirone presided over meeting upon her arrival.

APPROVAL OF MINUTES: Ruth Urell made a motion to approve Minutes from May 5, 2011 meeting. Elisabeth Tully seconded the motion, passed by unanimous vote.

TREASURER'S REPORT: Doug Rendell handed out report, spending on target. Ruth Urell made a motion to approve report. Carol Gray seconded the motion, vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- MBLC line items are level funded with the exception of Administration, which Senate cut by \$100,000. Waiting for results of House-Senate Conference Committee.
- Ron and Elizabeth are not attending ALA with all the projects going on.

Elizabeth Thomsen –

- OverDrive Update:
 - New announcements coming at ALA. Attending Digipalooza OverDrive conference and will get more information then.
 - Many libraries contributed funds to our Overdrive collections. If would like to contribute funds send invoice request to Paula and let Elizabeth know types of books.
 - Announced mobile app for Windows phone.

NOMINATING COMMITTEE:

The following nominations were made for FY 2012 officers; Brian Courtemanche Vice President/President Elect, Myron Schirer-Suter Secretary, and Karen Pangallo Assistant Treasurer.

ELECTION OF OFFICERS:

Elisabeth Tully made a motion to appoint the nominees, Ruth Urell seconded the nomination, vote was unanimous.

TELECOMM PROJECT 2011 UPDATE:

Ron - Project has been delayed due to issues with Comcast network. Fiber Internet connection at NOBLE central site couldn't transfer data with cable Internet connections at public libraries. It took Comcast 3-4 weeks to figure out the problem. Reading was the first library to be converted to the new model and was in limbo. Atrion techs not adhering to schedule has also been an issue. Comcast issue has been resolved.

Martha - Eleven more sites to convert, schedule is on Staff Information System and will start next week. During the initial installations issues arose with DNS that wasn't anticipated by Atrion. That issue now has a resolution. Every library that is on PC Support Program will have George or Tom present at the conversion. College libraries will be given VPN client software from Atrion to install.

Ron explained the information sent in Millennium is not encrypted. New routers, which provide encryption, are being installed at the public libraries. The VPN software for college libraries provides encryption. Brian asked where the software is installed. Ron replied on each staff workstation.

EVERGREEN UPDATE AND TRAINING PLAN:

Elizabeth reported the following:

- Trainers have been assigned for libraries and set up on email list. Set up Evergreen website with training materials, etc. Training site will be launched Monday. Developing ideas to schedule training so is not an issue for libraries, trying to be flexible:
 - Looking at training as units, i.e. a specific task entering such as patron records, skills to be learned and documentation. To help with documentation and training material Lori Stalteri was hired. Jeff Klapes will be doing screencasts, video documentation.
 - Use Go to Meeting for training. Evergreen trainers will be asked to learn how to use it over the summer. NOBLE has used it for one on one library training.
 - NOBLE training room is available for libraries to bring their staff in. NOBLE staff can co- train with library staff.
 - Ron and Elizabeth will meet with directors and library staff at your library this summer to discuss conversion from Millennium to Evergreen. A system to keep track of who is trained on what functions will be developed.
- Two units of training will be done first: Introduction to Evergreen staff client and catalog training.
- Evergreen Tech Expo will be held September 14th. Schedule posted shortly.
- Training on tech services will be later. Trainers won't be responsible for serials and acquisitions, or course reserves, will provide individual training for the libraries that use it. Syrup, which is a standalone course reserves system, is being researched to integrate into Evergreen.

Ruth Urell asked when Millennium acquisitions will end. Elizabeth replied in January when come up on Evergreen, will work with libraries on the transition.

Elisabeth Tully asked if September 14th would be launch of training. Elizabeth explained trainers will have beta training.

Ruth Urell asked if there is a cost per record saved by weeding. Elizabeth explained there is no cost per record per se, we are not paying a vendor for migration. However there is a real cost in the sense the more records in the database, the more problems that can arise. Important to weed out old records and condense the database. No point in moving missing or long overdue material.

Nancy mentioned Michele was setting up parameters for purging patron records. Martha Driscoll replied annual purge will be done. Look at records after the purge.

Ron reported MVLC successfully went online Tuesday after Memorial day. Over 100,000 check ins and checkouts that day. Web server had to be adjusted. Small issues with libraries; printing parameters, serial receipt printers don't work. Don't believe any libraries in NOBLE have serial receipt printers. They came up on the older version of the catalog. NOBLE will be coming up on newer version of catalog.

MBLC agreed to extend MassLNC project to June 30, 2012, from September 30, 2011. Each network contributed \$67,000; some will be diverted to continue project manager on through June 30, 2012.

Began work on developing business plan for MassLNC networks and for networks that come along after. Encourage future development and bridge to other networks. Plan is a requirement of grant and due in the fall.

Elizabeth added training period extends once come live. There will be Ps & Qs sessions (Problems and Questions).

Martha added the 18 Dell servers for the Evergreen system are in place in the computer room.

MASS. LIBRARY SYSTEM DELIVERY CHANGES:

Greg Pronevitz, from MLS, discussed the system wide delivery changes effective July 1st. Catherine Utt, business manager, was to attend also but was unable to due to phone issues with the move. MLS moving to Marlborough this weekend, email and web site stay the same. Local phone number will be changing, 800 number will not. Amanda Fauver is new staff in charge of Member Services/Office Support. November 14th MLS having 2nd Annual Meeting at Holy Cross. Also kick off of MLS strategic plan.

Greg discussed background of delivery and how came to choose new delivery system and vendor.

Highlights below:

- From 1999-2008, library delivery increased 500% due to upgrades in software and technology allowing patrons to place own holds.
- State formed statewide delivery committee to explore ways for statewide delivery. Working groups formed for labeling, ergonomics/efficiency, and automation. MLS established a policy for labeling and barcode placement.
- Optima Transportation is new vendor. They have been providing library delivery for southeast Mass for several years. Three year contract, with 2 year renewal option. Using 9" gray totes.
- On July 1st new drivers and delivery routes are being established. Sorting and delivery for NOBLE libraries coming out of Woburn, also trying to keep as close to current schedule as possible. Libraries that receive daily delivery will try to continue. Catherine will be announcing new routes and schedules soon. Optimum will be doing a dry run.
- A statewide delivery email list will be created. If not on list send email to Greg at greg@masslibsystem.org. Don't want separate mailing list for each route. If message is appropriate for your route will be specific in subject line.
- Sort to light is process that Optima offers. It eliminates the need for printing, placing, and disposing of delivery slips. Will be implemented network by network. Lower cost, saves library staff time.
- Is required 75% of items in transit be in delivery compliance with the barcode placement policy and network compatibility with sort-to-light to transition to the above services. Greg will email Ron video links for that and other options
- As part of the agreement, it is required 100% of libraries in the network follow the barcode placement policy for new items.
- NOBLE's Evergreen system will be compliant with SIP2, required for sort-to-light.
- Largest 55 shippers will get extra service where holds and returns will receive in separate totes. Libraries with branches and bookmobiles will receive items in separate totes.
- Optima will provide quotes if libraries want separate deliveries directly to branch or bookmobile.
- Barcode duplicator is another service MLS can provide. Cooperative purchase \$600, also print spine labels. Retrospective barcoding scanning. Can also rent for \$20-\$40/ month estimate at this point.
- Adding some MassCat libraries to delivery.

Other business:

Ruth asked what thoughts on lending ereader devices with content already loaded with summer reading.

ADJOURNMENT: Myron Schirer-Suter made a motion to adjourn, Carol Gray seconded the motion. Meeting adjourned at 12:05.

Respectfully submitted,

Brian Courtemanche
Secretary