

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
APRIL 17, 2014**

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

CALL TO ORDER: Brian Courtemanche called the meeting to order at 10:00. Introductions were done.

APPROVAL OF MINUTES: Martha Holden made a motion to approve Minutes from November 21, 2013 meeting, Linda Shea seconded the motion. There were five abstentions from those not in attendance at last meeting. Vote passed with majority present.

TREASURER'S REPORT: Karen Pangallo reported on budget as of 3/31/14. Myron Schirer-Suter made a motion to approve the report. Kathryn Geoffrion-Scannell seconded the motion, vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- House of Representatives released FY 15 budget for line item 9506, it's up 10.3 %. State Senate working on their budget.
- Continue to work on Board of Library Commissioners' directors search committee. Third round posting of position. Commissioners' decided not to recommend any of the candidates. Commissioners met yesterday to discuss what the next course of action will be.
- Tech Expo is scheduled for June 10, 2014, 10-3, with lunch provided. There will be series of sessions in meeting room, and hands on demos in training room. It's an open house no registration required. Morning will focus on Evergreen, afternoon other library technology. Schedule will be posted on Staff Information System.
- Erate filing is completed. Reimbursement will be \$930 on voice lines, \$270 for cell phones. This is down from \$1,620 due to reduced number of land lines and lower costs.
- Working with Reading and Everett libraries on their construction projects.
- Board of Library Commissioners held a meeting on April 4th at Minuteman for all networks to explore new models of network funding. Ron, Elizabeth, Brian, and Alan attended as reps of NOBLE. Strong feeling that current model works, but other ideas thrown around. Federal money wants to see innovative projects as opposed to grant funds going towards equipment upgrade. Alan added having MBLC as a clearing house of information is useful.
- Ron and Elizabeth were invited to attend North Shore Computer Society meeting on May 8th. Topic discussion is mobile devices and library services.

Elizabeth Thomsen –

- Elizabeth added she or Ron are available to meet with any community group libraries have.
- Reviewed upcoming meeting schedule, it is posted on Staff Information System.
- Reported on conferences:
 - Evergreen Conference* – was held in March, cohosted by MassLNC, NOBLE staff attended. David Weinberger keynote speaker. He spoke about Awesome Box, which is when a patron returns a book and comments it's awesome. Some libraries are using it. Requires dual scan, check in to Evergreen then scan item into Awesome box. While David was talking about this one of Evergreen developers said we can make it a circ modifier.
 - Computers in Libraries* – attended session on WordPress, which was very helpful.
 - Digital Commonwealth Conference* – was scheduled same time as Computers in Libraries so was unable to attend, Beth Willis attended. A workflow was established on digitizing images. Peter Struzziero asked for explanation of process. He attended a workshop held by Boston Public Library, they will be coming to Winthrop to digitize items, but the items aren't in our catalog. Elizabeth explained NOBLE has own repository, and problem is Digital Commonwealth are talking to people all over the state at these workshops they assume you're putting your images directly on

Digital Commonwealth site. NOBLE libraries don't need that as our libraries images go on NOBLE'S Digital Heritage site and are then harvested. Elizabeth is on the Digital Commonwealth Executive Board. Contact Beth Willis to set up meeting so we are involved in the process

- Thumbnails are ready to be restored in the catalog; it is currently on the training system. NOBLE paid Equinox for development work to have this restored. Need to undo work did for migration since there was no software in Evergreen for it to work, the link was turned off and it was text. Suzanne Paterno will be writing script.
- MassLNC Conference will be held at Northern Essex CC on May 29th. Registration and program should be out next week.
- MassLNC development - report templates are now friendlier.

Martha Driscoll –

- SPAM – about a year ago made change to email server to allow connection from outside NOBLE network to check email from phone and mobile device, not using Webmail. Enabled some security protocols. Problem is this opened the port to outside NOBLE network and if hacker guesses a password they can send out SPAM. This happened yesterday where an email account was hacked and 200,000 messages were sent out. When this happens our server gets added to a blackhole, if SPAM stops within 24 hours then we are removed. Currently researching different options. Webmail interface will always work.
- Comcast coming to central site on the 23rd to replace equipment in the computer room. Scheduled for 7 am should take about an hour. There will be down time, Evergreen web site and patron authentication will not be available.
- The Heartbleed bug is vulnerability in OpenSSL software. This is the software that creates encryption on a website. Our servers do not run the version that is vulnerable, we run Linux distribution.

VOTE TO APPROVE NOBLE SWITCH AND ROUTER MBLC GRANT APPLICATION:

Ron explained the need for the grant, highlights below:

- The Cisco 2950 switches that are in public libraries are end of life and need to be replaced, one was on display. Ron handed out a diagram Martha did showing equipment layout at the libraries. These switches are programmable and segregate data. If libraries added more PC's and bought smaller port switches that connect to main switch, the smaller switches are not programmable. Compatible and throughput are an issue.
- Sent grant draft to Paul Kissman for recommendations before filed and goes to SACL. He recommended standardizing equipment with enterprise equipment. Grant proposal is to replace switches with new 2960 Cisco enterprise level equipment, and replace small switches with Cisco enterprise, so all equipment is the same. The 2960 switches will be on maintenance, smaller switches can be on maintenance as an option. Grant also includes replacing central site switch and router which are nine years old.
- Grant supports maximum 60% hardware costs and 40% installation costs. Timeline is to get approval over the summer. Federal funds go by their fiscal year which is October so funds would be available next winter. NOBLE capital contribution will be approximately \$60,000.

Brian asked for motion to approve NOBLE Switch and Router MBLC Grant application. Martha Holden made a motion to approve, Michael Blake seconded the motion. Vote passed unanimously.

VOTE TO APPROVE COLLECTION MANAGEMENT POLICY REVISION:

Ron explained the original policy passed in 1998 as a requirement for MBLC grant funding process when seeking funds for Millennium. Ron reviewed points that the policy has and how collection management has changed with technology. Collection Management Working Group recommended the policy revision to Executive Board, which they approved.

Peter Struzziero made a motion to approve the Collection Management Policy Revision, Karen Pangallo seconded the motion. Vote passed unanimously.

NOBLE EMPLOYEE HANDBOOK:

Brian stated NOBLE employee handbook hasn't been revisited since 2000. A personnel committee will be put together chaired by Alan Thibeault. NOBLE lawyers will look over the current handbook for human resource law and policy revisions; it will come back to NOBLE for review.

Alan Thibeault added he is recruiting small group to be on the personnel committee. Currently on the committee, in addition to himself, are Ron and Patti Rogers. He's looking for 1-3 additional people who may have some human resource experience. If interested contact Alan.

EVERGREEN UPDATE:

Ron Gagnon reported the following –
Staff client update:

- Rewrite of staff client is proceeding. Browser-based, no need to download software when there's an upgrade. Equinox has given the work layout to Evergreen community; it will be in six sprints. First one is \$125,000 and is fully funded. That amount is about 1/3 of the total project cost of \$368,000.
- MassLNC contributing funding for prototype, Michele Morgan was part of the prototype testing team. MassLNC put in \$20,000 this FY and likely will next FY. CW/MARS contributed \$10,000 as well.
- The rewrite doesn't improve or bring new functionality to the staff client. It is making it more web user friendly. MassLNC trying to get user interface improvement
- Web client development is separate and will be developed independently, not integrated with existing client.

NOBLE funded three fixes to Evergreen software:

- Partnered with Sitka of British Columbia on improving the loading speed of acquisitions fund selector. Cost \$1,700.
- Also in acquisitions contacted to limit the display of P.O.'s to owning library. Cost \$1,500.
- Further improvement to Located URI development, cost \$1,100.

Elizabeth Thomsen reported further on NOBLE development for Located URI bug fix. This allowed using 856 links, which are a tag in a library that is licensing a resource. It controls scoping. She explained the process to accomplish this, including Suzanne Paterno writing a script to analyze the records.

Martha Driscoll reported the following –

- On June 17th loading Release 2.5 on production system, currently on training. Will be down all day, patrons will be able to get to the catalog.
- Bought new server with 192GB memory. Will be set up soon, old server will be used as testing server
- Working on NoveList set up, has been causing slowness.

NEW BUSINESS:

Museum Pass Management discussion.

- Peter Struzziero stated going to start using TixKeeper and thinking about getting Zinio. Asked for director's opinions if they use either product. Peter said the libraries he poled rated Tixkeeper better than LibraryInsight.
- Mary Todd said they are using TixKeeper and staff like it. Never had any problems with it, easy to use and patrons like it. Kevin Sheehan stated he is looking into LibraryInsight. Martha Holden added she didn't like LibraryInsight's interface.
- Ron added EBSCO is going to be coming out with similar product as Zinio.

Andrew McCarthy from Bunker Hill announced they received approval for new library. Library staff will be visiting other community college and other libraries to get ideas on design and layout.

Mary Todd passed around flyer. Stoneham Public Library is hosting Northeastern University's "Our Marathon" Project on April 26th, 11-2. People can record audio and video of their experiences of what happened the day of Boston Marathon bombing.

ADJOURNMENT:

Michael Blake made a motion to adjourn, Diane Wallace seconded the motion. Meeting adjourned at 12:00.

Respectfully submitted,

Linda Shea
Secretary

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LIBRARY

Beverly	Anna Langstaff
Bunker Hill CC	
Danvers	Ann Shiozaki
Endicott College	Ryan Courtenay
Everett	Debra Abraham
Gloucester	
Gordon College	Wynne Schmitt
Lynn	
Lynnfield	Nancy Lynn
Marblehead	Patricia Rogers
Melrose	
Merrimack College	KA Miller
Middlesex CC	Donna & Matt
Montserrat	
Northern Essex CC	Linda Hummel - Roe
North Shore CC	Karen Pangallo
Peabody	Martha Holden
- Phillips Andover	
Reading	
Revere	Kevin Sheehan
Salem	Nancy Tracy
Salem State University	Zak Hall
Saugus	Diane Wallace
Stoneham	Mary Tice
Swampscott	Susan Gunn
Wakefield	
Winthrop	Peter Stuppico
MBLC	
NOBLE, Inc.	Marko Daniel
	E. B. W.
	Ronald A. Hagne
	Paula Aquino