

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 18, 2014**

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

CALL TO ORDER: Brian Courtemanche called the meeting to order at 10:05. Introductions were done.

APPROVAL OF MINUTES: Karen Pangallo made a motion to approve Minutes from June 12, 2014 meeting, Linda Gardener seconded the motion. Deborah Kelsey abstained. Motion passed.

TREASURER'S REPORT: Karen Pangallo reported on budget as of 6/30/14, spending on target. Auditor Bob Guimond has been begun his field work at NOBLE. Kathryn Geoffrion Scannell made a motion to approve the report, Zach Newell seconded the motion, vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon –

- Grant application filed with MBLC for replacing central site router and switch, and switches at the public libraries was approved at the July meeting for just over \$50,000. Contracts just signed and since LSTA fiscal year begins October 1st, we expect the project to start mid-winter.
- Filed request for MBLC Resource Sharing and Telecomm grants.
- Bob Guimond began his field work this week for the audit.
- On October 4th Gordon College will dedicate the library's mezzanine in honor of John Beauregard. John held each office position in NOBLE and played a key role in integrating academic libraries in NOBLE, and was long-time director at the Gordon College library. Ron has been asked to participate in the dedication.
- Karen Pangallo and Brian Courtemanche have been reappointed for another year as NOBLE's representatives on the MassLNC Board.
- Executive Board approved replacing the HVAC unit in the computer room, cost will be \$30,000. Looking at getting two smaller units, project will begin this fall.

Elizabeth Thomsen –

- Hired new part time cataloger Cynthia Zeman, she also works part time in Swampscott.
- Serving on the Digital Commonwealth Board. Reminded our libraries that NOBLE has our own Digital Heritage site for uploading old pictures. If doing a project with the Boston Public Library please contact Elizabeth or Beth Willis so we can be involved with the project
- OverDrive had several improvements over the summer; patrons can suspend holds, option for auto checkout, and new apps for mobile devices have been updated. New users won't need to get an Adobe account, will have to set up OverDrive account. If a patron doesn't want an OverDrive account they can use OverDrive Read instead. Macmillan titles are now available to consortia.
- On October 8th OverDrive Roundtable is scheduled, all aspects of OverDrive will be reviewed. Elizabeth and Suzanne will be gathering the issues that patrons report, Suzanne is primary support to patrons for OverDrive.
- This is the second year we have implemented the OverDrive selection distributed model for libraries to purchase titles from the OverDrive funds. We set aside funds for holds and simultaneous users, the remaining balance is divided up among libraries based on same formula as assessment. If you want your library to participate let Elizabeth know and she will train a staff member from your library on how to order and set up carts. Please let Elizabeth or Paula know by October 1st. Libraries also contribute extra funds out of their budget if available, the library can select out titles or we can do it.
- On October 1st there will be a NoveList Readers Advisory session presented by Duncan Smith, founder of NoveList.
- Working with Electronic Resources Working Group to change some settings in NoveList, will be asking some libraries to test it. Also working with NoveList staff to test some development.

Martha Driscoll –

- Migration of the Virtual Catalog project is delayed. Last spring some libraries were taken out due to delay, but are now back in. Ron added MassLNC is working on development to connect with Virtual Catalog. NOBLE was scheduled to be in second round of the migration, but could move up.

Also Ron added in regard to OverDrive, library contribution have added another 70% to the collection.

PRESENTATION OF FY16 NOBLE BUDGET:

Ron Gagnon did Powerpoint presentation of FY 16 proposed budget, highlights below:

FY 2016 A Bridge Year

Final year of formula phase in

New lease

New Evergreen hardware

First full year of telecomm upgrade

Headlines

Library assessments change due to new formula

Some project costs still to be determined

Capital funds put toward budget to complete formula phase-in without increases

New Assessment Formula

Incorporates revised assessment formula voted in June 2012

FY 16 assessments will range from 4.3% increases to a 5% decrease

Greater portion divided equally, 75%, with 12.5% for circulation and active borrowers

Level Assessments

FY 16 assessment total same as FY 12-FY 15

FY 16 Operating Costs up .66%, \$10,212, compared to FY 15 revised

\$54,862 less carryover from prior FY

Transfer \$50,000 from capital fund

Decision Points

Lease renewal, working with landlord to renew.

Evergreen servers five years old, will be evaluating options

Not Yet Firm Costs

Telecomm System Maintenance

Rent

Energy Cost – HVAC

Energy Cost – Lighting

Cost Increases FY 14 to FY 16

Health Insurance – 83.8%

Other staff costs – 6.5%

Telecomm maintenance – 85%

MARC Records – 20.7%

MassLNC Operations – 13.2%

System Costs and Savings

Reinvestment in system

Better use of existing investment in collections

Evergreen, Staffing and Service

Innovative was limited, prescribed access
Evergreen open with full access to data and software
More and quicker software updating
Staffing needed to manage changes and take advantage of data access
NOBLE staff have fixed bugs and shared improvements with Evergreen community
Support from Equinox, MassLNC, community

Evergreen Improvements

NOBLE staff customization: collection assessment reports, catalog improvements
NOBLE paid development: acquisitions improvements
MassLNC paid development
Share in community developments

Reimbursements

MBLC subsidies received in FY 15 used to offset FY 16 budget
Erate changes, not participating: FCC focus shifting to library wireless instead of phone lines

Other Costs Forthcoming

Executive Board: OverDrive Assessment, PC Support, Web Hosting
EnvisionWare, pass through

EBSCO:

3 Year Contract up end of FY 16
Base Package, A to Z and NoveList: no increase FY 14, FY 15 and FY 16, 2% increase
NoveList (catalog and readers advisory) and central A to Z paid from NOBLE budget assessment

Longer View

Capital Account: \$1.06 million, \$958k after HVAC, telecomm and FY 16 budget subsidy
Contingency Account: \$750,000
State funding picture:
MBLC uses Federal LSTA funds for grants and databases – federal budget still uncertain
State 7000-9506 increased for FY 15
Need reserve funds to provide for future upgrades

Budget Process

Discussed and unanimously approved by Executive Board on September 10th
Presented today to membership, vote at October 16th Members Meeting

Kathryn Geoffrion-Scannell asked if expect an increase after FY 16 on A to Z on the academic side after the discount in the current contract. Ron stated prepare for increase.

PRESENTATION OF PROPOSED AMENDMENTS TO BYLAWS:

Ron explained the Bylaws were written in the 1990's, with only minor amendments. Below are the proposed changes, reviewed by our attorney and recommended by Executive Board:

1. Change the minimum number of Members Meetings from six to four per year in Section 3.2..
2. Delete reference to Eastern Mass. Regional Library System, "...and the Eastern MA Regional Library System..." in Section 2.3, they no longer exist.
3. Add language to provide for audio and video teleconference meetings, and allow for email votes, as follows:

3.6 . Telephone or Video Conference Meetings. Voting Members may participate in a meeting of the Voting Members by means of conference telephone, video or similar communications equipment by means of which all persons participating in the meeting are able to hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

3.8. Action by Written Consent. Any action by the Voting Members may be taken without a meeting if a written consent thereto is signed in writing or by electronic signature by all the Voting Members and filed with the records of the Voting Members' meetings. Such consent shall be treated as a vote of the Voting Members for all purposes.

4.8 . Telephone or Video Conference Meetings. Executive Board Members may participate in a meeting of the Executive Board by means of conference telephone, video or similar communications equipment by means of which all persons participating in the meeting are able to hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

4.10. Action by Written Consent. Any action by the Executive Board may be taken without a meeting if a written consent thereto is signed in writing or by electronic signature by all the Executive Board Members and filed with the records of the Executive Board meetings. Such consent shall be treated as a vote of the Executive Board for all purposes.

WORKING GROUP APPOINTMENTS:

Brian Courtemanche announced the three working groups for FY 15 and the members who were appointed, each group has an Executive Board liaison:

Circulation Policy Working Group (new this fiscal year) – Drew Meger, Hollin Pagos, Kristyl Rodriques, Chris Condon, Kristy Lockhart, Nancy Tracy, Kate Carpine, Chris Morrissey, Kerrie Mangione, Diane Wallace (liaison)

Electronic Resources and Database Working Group – Michael Wick, Bridget Cunio, Laura Horgan, Laurel Toole, Jamie Penney, Jeff Klapes, Nancy George, Helen Freeman, Kathryn Geoffrion Scannell, Michael Blake, John Koza, Beth Coughlin, Myron Schirer-Suter, Pat Cirone

Collection Management Working Group – Kelley Rae Unger, Pat Kelly, Ellen Royalty, Peter Solomon, Ann Thornton, Gail Stuart, Jim Riordan, Susan Conner, Joseph St. Germaine, Linda Gardener (liaison)

Mike Hearn asked what the reasoning was for limiting the Circulation Policy Working Group to nine members, he has a staff member who was unhappy they could not serve on it. Ron explained the group was limited to librarians who are involved with the formulation of circulation policy in their library. Also the appointed members would represent the variety of different circulation practices for both academic and public. Due to the complexity of circulation policy in order to keep the group manageable it was decided by Executive Board to limit the appointees to nine.

Patti Rogers asked how the information will be communicated to all NOBLE libraries. Ron stated there are Minutes taken for the meetings and are posted on the Staff Information System. The discussion continued and concern was expressed that this Group is making circulation policy changes for all of NOBLE. It was also asked if the group could be larger.

Alan Thibeault explained the Group is not making decisions, just recommendations. Any recommendation goes to Executive Board, then to Members for approval. Alan suggested keeping the committee members at nine, but have the meetings open to others who want to attend. This Group also involves research and work outside the meeting and reporting back, therefore having too many members doing that is hard to coordinate. Ron added all the working group meetings are open for anyone to attend.

Brian added it is difficult when you have a limited number of seats and people are willing to step forward, he does not want anyone to feel disenfranchised. The goal was to keep a balance of representation of all libraries and the decision took that into account, the intention was not to make anyone feel slighted. This working group, as well as the others, is a one year term, so there is the opportunity to serve next year. Brian assured the reporting of the meetings will be well communicated to all of NOBLE, and library staff are welcome to attend the meetings for all the working groups.

Patti Rogers asked if the agenda can be sent out ahead of time so if there is a topic people want to hear about, they can attend. She also suggested an email be sent to all of NOBLE explaining how the selection process worked, and that all working group meetings are open for anyone to attend.

Kevin Sheehan asked if the email can explain why the appointees chosen were the ones chosen. Brian will send out email.

EVERGREEN UPDATES:

Ron reported Release 2.6 has been loaded.

Elizabeth reported work continues on the staff client. Working on enhancements and indexing issues, the initial problem was trying to solve the slowness in searching ISBN's.

Martha reported on August 26th, the first "Bug Squashing" day coordinated by Kathy Lussier, was held. Anyone in the community could go through Launchpad, which is the community site where bugs are posted, and try and fix them and offer comments. Michele Morgan participated in this.

Ron added NOBLE is mentioned twice as a contributor for assisting with code in Release 2.7. Michele Morgan and Suzanne Paterno are personally mentioned in the general release notes in 2.7.

Martha also reported she loaded patron self-registration in 2.6, she is working with Middlesex Community College to turn that on. Michele is working with Gloucester who is testing self-check, and working with them on getting receipt printing to work in netkiosk.

NEW BUSINESS:

Brian Courtemanche mentioned Mike Hearn wrote a book, The History of the Essex Company from Lawrence, book signing September 27th

Kevin Sheehan added he is putting in patron counter by end of year so if anyone has information please let him know.

ADJOURNMENT:


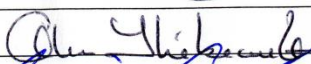

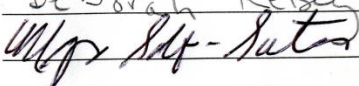
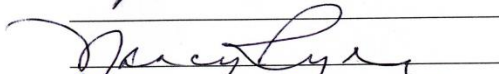




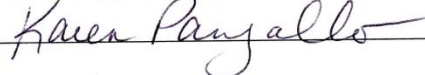
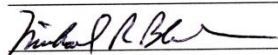
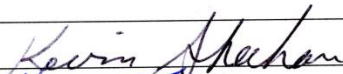

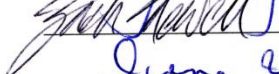

Michael Blake made a motion to adjourn; Nancy Tracy seconded the motion. Meeting adjourned at 12:00.

Respectfully submitted,

Linda C.W. Gardener
Secretary

NOBLE MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 18, 2014

LIBRARY

Beverly	
Bunker Hill CC	
Danvers	
Endicott College	
Everett	
Gloucester	Deborah Kelsey
Gordon College	
Lynn	
Lynnfield	
Marblehead	
Melrose	
Merrimack College	
Middlesex CC	Mary Ann Niles
Montserrat	
Northern Essex CC	
North Shore CC	
Peabody	
Phillips Andover	
Reading	
Revere	
Salem	
Salem State University	
Saugus	Jane Wallace
Stoneham	
Swampscott	
Wakefield	
Winthrop	Peter Strozzi
MBLC	
NOBLE, Inc.	