

**NOBLE  
MEMBERS OF THE CORPORATION MEETING  
AT W. PEABODY LIBRARY  
MARCH 19, 2015**

**PRESENT:** 19 libraries were represented at the meeting, attendance sheet attached.

**CALL TO ORDER:** Brian called to order at 10:05. Appreciation was given to Martha and Melissa for hosting

**APPROVAL OF MINUTES:** Karen Pangallo moved to approve Minutes from November 20, 2014. Deborah Kelsey seconded. All were in favor motion passed.

**TREASURER'S REPORT:** Karen reported on budget as of end of February 2015. Everything is in order, with 66% spent through the year. Line 65630 on the second page is overspent due to legal services reviewing the employee handbook. Ruth Urell moved to approve the Treasurer's Report. Pat Cirone seconded. Motion passed.

Introductions were made around the table.

**MANAGER'S REPORT:**

**Ron Gagnon -**

Been busy since last meeting in November. Some of the focus projects include the Gmail transition; developing a new statistics dashboard; data cleanup for Assessment reports; planning for Commonwealth Catalog migration; testing the new Evergreen client; and reviewing Omeka software for improvement.

The personnel committee, chaired by Alan Thibeault, is reviewing employee handbook, to make the first significant revision since 2000. This has been under discussion for several months, with reviews by the attorney. The significant change is the adding of health insurance coverage for employees working 30 hours per week. One employee is affected. The executive board approved the changes in January. They are awaiting some final language on sick time from the attorney general regarding the changes from the November ballot question. The change to the law goes into effect July 1, and the recommended language from the attorneys is ready to go.

Telecom grant work has been delayed to July first in part because of the large number of current projects, and in part because it puts us in a more competitive situation. All current equipment is under maintenance until June 30<sup>th</sup>, which allows for a clean start. More to follow.

Evergreen Release 2.7 move happened on January 14<sup>th</sup>. Some small improvements were made which should help improve efficient service. It incorporates some NOBLE-funded enhancements that were loaded earlier for NOBLE libraries when completed.

NOBLE is working with MassLNC and the Evergreen community to work on a staff web client interface for Evergreen. Circulation will be first; several parts are needed, so it is being done in 6 or 7 parts. NOBLE will keep libraries posted on the progress. There is not quite enough

funding for the entire re-write, and MassLNC will likely be providing significant funding for this purpose.

MassLNC Project Coordinator Kathy Lussier will be presenting a program at MLA. Early registration for the conference is now available.

MassLNC Conference and Tech Expo dates have been set – MassLNC’s conference, focusing on Evergreen, is on June 4<sup>th</sup> at Holy Cross and NOBLE’s Tech Expo, focusing a range of library technology, is on June 23<sup>rd</sup> at NOBLE.

The FY16 State budget was level funded by the Governor at the FY15 level after the two rounds of 9C cuts. The Legislature often has a different view, so it is important to contact your legislators now, either at local office hours or at the State House on Legislative Day on April 1, which is also the day of the MBLC’s hearing with the Ways and Means Committee at Everett High School. MBLC priorities are the network and technology line and aid to public libraries.

Montserrat College and Salem State University will be combining. While this is good for education, for NOBLE it means losing an Associate Member paying about \$15,000 per year.

Paul Kissman of the MBLC will be attending the next NOBLE meeting on May 21<sup>st</sup> at Salem State University. This is our Annual Meeting, and will also include a discussion of the proposed statewide library card plans with Mr. Kissman. Please plan on an extra half hour or hour for the meeting. This is also a good opportunity to tour the new facility at SSU.

On September 29 at NOBLE we have scheduled a Digital Privacy Rights and Technology training session. Alison Macrina for the Library Freedom Project will present on practical solutions to help library staff safeguard patrons’ online privacy from corporate data-mining, overbroad governmental surveillance, and petty criminal hacking. Also on the program Kade Crockford, on government and corporate surveillance and a lawyer from the ACLU. More details and publicity to follow, but it will be a longer session – 10:00 to 1:30.

### **Elizabeth Thomsen** –

There have been some recent roundtables. The Tech Services one focused on database cleanup with an eye to improving report accuracy as well as sorting problems. Beth Willis and Christine Morgan are working with libraries on this project. Millennium did not have the same structure; libraries are working to ensure that new items are entered properly. Also at Tech Services the move to RDA was discussed. RDA is planned to replace AACR2. This is a very large project that will take many years. There will be changes that affect the public catalog – more information will be sent to all.

The local history roundtable had a lively discussion. BPL has an amazing digitizing service that is free. It includes flat objects like photographs and books. These items all go into the Digital Commonwealth. Elizabeth and Beth Willis are both willing and able to assist any libraries interested. The work done is very high quality. Two recent projects include the Winthrop Public Library’s handwritten historic documents. Salem Public Library has contributed a set of nice

pictures during the snowstorms of this year. Libraries are encouraged to remember that today's current events are tomorrow's history.

MassLNC – Kathy has been running a series of focus groups on holds, serials, cataloging. They are set up to have one consortium staff member and usually two library representatives. Library staff involvement is appreciated. It is looking at what development is needed in specialty areas.

### **Martha Driscoll** –

Evergreen was upgraded to 2.7 on January 14<sup>th</sup>. This was a shorter upgrade, which went smoothly. The next (2.8) will be in the summer. She is working on a dashboard that will be shown at the Tech Expo. George and Tom are working with many libraries on upgrading Envisionware products. They are also very good at document/data recovery. Michele & Martha attended at training session at Everett's Shute Branch, which was very interesting. Useful is a Linux based workstation product that Shute will be using.

### **VOTE ON AMENDMENT TO BORROWERS CARD POLICY:**

Many library users are using current technology, apps on mobile devices that allow them to not carry around a lot of cards. The Circulation Policy working group has discussed this issue, and made a proposal to amend the Borrowers' Card Policy, primarily involving what is accepted in lieu of a card. MaryAnn Niles asked how they can test for password. Martha Driscoll explained that the patrons put in their own password. Deborah Kelsey had a question about non-circulating electronic access cards, and suggested that this be added as an "exception." After some discussion, Alan Thibeault asked for clarification about non-circulating cards. Many libraries with Envisionware require a card or guest pass. Non-circulating cards are used for people without circulating privileges to use in-house internet services and database services. Sharon Gilley asked if the amendment could go in the first sentence. Brian Courtemanche proposed as an amendment: "Any NOBLE library's card, public or academic, may be used for circulation transactions in any NOBLE Library. The only exceptions are local teacher cards, non-circulation electronic access cards, and cards of non-Massachusetts non-academic borrowers, which are a local option contingent on policies configured into the system." Approval of proposed policy as amended was moved by Pat Cirone and seconded by Karen Pangallo. Motion passed.

### **MANAGER'S OVERVIEW OF GMAIL MIGRATION:**

This is a milestone project for NOBLE. It is the biggest change for NOBLE email since they began providing email accounts. Looking to improve staff productivity with a well-known reputable company, who provides their service to non-profits for free (a business would pay \$50 per year per user) This move answers several objectives in the Action Plan. The gmail portion is the first phase – others will bring more opportunities for collaboration.

ELIZABETH: How is this different from regular gmail? It is managed by NOBLE. The protocol for new staff members is the same as before. It is branded for NOBLE with the NOBLE logo, and uses our domain ([you@noblenet.org](mailto:you@noblenet.org)). There is no advertising. Your information isn't being used for ad-related things. There is more storage than you have for a

personal account. How it is the same: It looks like gmail, it works the same, you log in the same but with your NOBLE info; it uses all the same gmail apps; same search and filtering capabilities.

Many libraries have set up mock work gmail accounts over time, to take advantage of gmail's functions. Those people will need to transition the multiple accounts – NOBLE will assist with this. Gmail accounts made previously that are associated with their noblenet.org accounts should be changed to be associated with a different address to avoid conflict. This can and should be done in advance for the smoothest transition.

Elizabeth has been working on options for gmail. Folders are handled differently - there are different features, etc. Bringing all the old email and folders over will be initially complicated. Elizabeth will be providing suggestions of options to turn off for the initial transition – email trainers have the information, and new users will be receiving it as people transition. Information is also being provided for Thunderbird users during the transition. The email transition is NOBLE's top priority, to avoid any disruption in email access. Current available products that will have later training include Chat, Phone, and Hangouts. Google Plus, Google Docs, Sheets, Form, and Drive are all part of the transition under the umbrella of Google Apps. Photos, Word documents, etc can also be stored here – similar to Dropbox. Calendar, Groups, and Classrooms are also available. Training on all of this will follow the email training.

Patti Rogers asked about considerations when considering whether to stay with Thunderbird or stay with Gmail. Is there a preferred process for minimal disruption. Elizabeth shared that it may be a personal preference decision. Patti clarified that she wondered if the decision is about the look or the functionality. Elizabeth Thomsen does not feel that Thunderbird has any functionality that Gmail does not have. Elizabeth Thomsen has transitioned away from Thunderbird, and suspects that some people who use multiple computers may transition to all gmail.

Martha Driscoll: What will transition what won't. You need to transition contacts that are in WebMail. Sharon asked for clarification about exporting if you have Thunderbird. If staff plan to now use gmail, they will need to export their contacts. The migration rate is about 1,500 messages per hour. The inbox gets migrated last. Folders can be hidden or not hidden – you may have forgotten about some of the hidden folders. Sent mail tends to be very large. Karen asked if Sent mail will be migrated. It will be migrated; can usually be trimmed down. On migration day, transitions will happen at about 5:00pm. Contacts stored in NOBLE WebMail must be exported before the migration. The Webmail account will be locked out. The migration tool will run until all emails are migrated. Email trainers will be migrated first, so they can assist other staff members. Martha has a schedule of migrations for the libraries. Patti expressed concern about the duration. Martha clarified that the migration tool will process up to 25 people at a time. Karen Pangallo clarified that everyone who has a NOBLE gmail account will auto fill

– contacts will not need to be added. Deborah Kelsey expressed interest in moving to a NOBLE account for Gloucester.

Elizabeth will be working on continued training with the email trainers over the next few weeks.

#### **NEW ADVENTURES IN CATALOGING:**

Melissa Robinson (Branch Manager for West Peabody) gave an informative talk on BISAC, and West Peabody's process of conversion from Library of Congress. BISAC is used by most bookstores, and most modify it for their own best uses. First step was a significant weeding. After assessing, 20 categories were selected – some have subcategories. Elizabeth talked to them about the process, and helped with the transition. Suzanne at NOBLE developed the BISAC Creator to make the conversion process much faster and easier. The work was done entirely by staff, but in some cases interns and volunteers could be involved. Libraries should also consider when to make the change, and how long/disruptive the transition will be. It's a lot of time and work, but the perks include increased browsability, intimate knowledge of your collection, and increased circulation.

There was a good conversation about the decision to switch to an approach like BISAC; interested libraries are welcome to visit West Peabody to see the physical change and talk about the process.

Elizabeth mentioned that the BISAC tools were created with other libraries were also in mind in case they want to join. MARC records are still used – the change is a call number shift, but relates closely to subject headings.

#### **NEW BUSINESS:**

There was no new business to discuss

#### **ADJOURNMENT:**

Ruth Urell made a motion to adjourn; Patti Rogers seconded the motion. Meeting adjourned at 11:53.

Respectfully submitted,

Linda C.W. Gardener  
Secretary



