

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 24, 2015**

PRESENT: 20 libraries were represented at the meeting, attendance sheet attached.

CALL TO ORDER: Alan Thibeault called the meeting to order at 10:06 a.m. and welcomed everyone to the first meeting of the fiscal year. Introductions were made.

APPROVAL OF MINUTES: Approval of the May 21, 2015 minutes was tabled.

TREASURER's REPORT: Karen Pangallo reported on the budget as of June 30, 2015. Linda Gardener made a motion to approve the report, Ruth Urell seconded the motion. Motion passed.

Question by Ruth Urell about what happens to the remaining surplus. Answer: it rolls into the FY17 budget.

MANAGERS' REPORT:

Ron Gagnon--

- Telecomm Grant Project to replace library switches and the central site router and one switch was completed in early July by FTG Technologies. Sites visits to all libraries were completed before the changeover. Changing vendors saved significantly on the install costs and ongoing maintenance.
- Computer Room AC. Two new computer room AC units were installed in July as part of the negotiated lease renewal.
- ALA. Elizabeth and Ron attended ALA in San Francisco June 26-30. Ron spoke as part of the Open Source: View From the Top session. Ron and Elizabeth also spent time staffing the Evergreen booth which was funded by the three MassLNC networks.
- MassLNC Conference. NOBLE staff members attended the annual MassLNC conference on June 4 at Holy Cross. Staff members Elizabeth Thomsen, Martha Driscoll, Christine Morgan and Ron Gagnon were among the presenters. NOBLE will host the annual Evergreen Hackaway on November 4, 5, and 6 which attracts 15-20 Evergreen programmers from all over to collaborate on software improvements.
- Phillips Visit. Elizabeth, Martha and Ron visited Phillips Academy to meet with new director Mike Barker and staff.
- Employee Handbook Update. The NOBLE personnel committee recommended changes to update our policy to reflect the new sick leave benefit for part-time employees that became law on July 1. The maternity leave section was also updated. Executive Board approved the changes.

- Committees Updated. Alan Thibeault appointed members of the Electronic Resources and Database Working Group, the Collection Management Working Group and the Circulation Policy Working Group. Executive board approved Kathryn Geoffrion-Scannell and Brian Courtemanche as our reps to the MassLNC Executive Board. Also Ron to serve exofficio.
- Social Media Login Project. The MBLC is investigating the use of existing social media logins to access library systems and resources. NOBLE was approached by Paul Kissman of the MBLC to be a test site. The MBLC will issue an RFP for a security consultant to examine if this is viable and secure. Testing will be against a development system that will contain fake patron data.
- Library Freedom Project meeting at NOBLE to talk about security for patrons next week on Sept. 29, 10 am to 1:30 pm..

Elizabeth Thomsen--

- Overdrive. Elizabeth attended DigiPalooza in August. There are no more WMA format audio titles. Many MP3 titles are available streaming. Can still download them as well. Curated lists can be created by us. They appear on the left side. We would like libraries to be able to create them and have custom curated lists. Overdrive is working on different models for bursty circulation -- have simultaneous use for things like town-wide reads, classroom use for a short period of time. McMillan dropped their prices for their titles to about half what they were. We have had a large increase in our collection budget. The increase goes to NOBLE's buying to get best sellers and reduce hold lists. We are working with libraries who want to contribute additional funds to purchase titles.
- EBSCO. On June 11 special session was held at EBSCO's Ipswich headquarters. Some libraries are using special EBSCO products (Full Text Finder and EDS). We encourage libraries to work with us on these implementations even though EBSCO works directly with the library. Two meetings will be scheduled at NOBLE to discuss these products and iron out problems. EBSCO will be attending as well.
- Tech Expo on June 23. Had presentations and demo room. Some library staff also did presentations and participated in panel discussions.
- Collection Assessment Reports. We did a soft relaunch in July. We wanted to check the reports and iron out problems. We have 3 set of reports. More info will be sent out to libraries. A session at NOBLE on December 3 will demonstrate the reports.
- Google Apps Sessions. Have been doing a Google Apps 1 and 2 session in the training room to cover Email, Contacts, Groups, calendar, Docs, Sheets, Forms and Slides. The training room can now accommodate some who prefer to bring their own laptops.
- Digital Commonwealth. On Aug 20th Elizabeth participated in a session in Wakefield to spread the word about BPL digitization and the Digital Commonwealth. Elizabeth is this year's president of the Digital Commonwealth. Please keep NOBLE in the loop if you are planning a digitization project.
- Circ Roundtables and Tech Services roundtables are scheduled for this fall.

Martha Driscoll--

- Comcat Progress. NOBLE has been working with the Commonwealth Catalog staff to prepare our Evergreen system for integration with the new Commonwealth Catalog. The NCIP software has been installed and partially tested with Auto-Graphics. A request to identify non-holdable copy locations has gone out to member libraries. This information will be used to filter non-holdable copies from search lists. A joint training session with MVLC and CW/MARS for network staff is scheduled for October 7.
- Evergreen Upgrade. The Evergreen servers were updated to release 2.8.2 on July 22. The upgrade started at 7:00 a.m. with Equinox doing the upgrade. Patron authentication was online at 8:25 a.m. and the catalog was available at 10:30 a.m. Circulation was up at 1:30 p.m. Because this was a quick upgrade with no requirement to reindex the database, the second read-only database was not utilized as a backup.
- Credit Card Testing. We have setup an account with PayPal for taking online fine and bill payments from patrons. We have been testing using the training system and have identified some changes that need to be made to the screen for usability improvements. We need to develop a report that can be used by Paula to distribute funds. We are also looking into setting a minimum payment amount and whether we can set a convenience fee for online payments. Ron pointed out that release 2.8 has a security fix that allows us to continue rolling out credit card payments.
- The NOBLE training room PC's were all upgraded over the summer to Dell Optiplex 3020's running Windows 10. We also have a managed Chromebox setup as an addition workstation. Libraries who are interested in deploying Chromebooks/Chrome Boxes are welcome to come over and see it functioning as a patron computer or catalog-only station.
- Avast for PC Support Libraries. NOBLE has acquired a free version of Avast to replace the version that expires in October. George Lally and Tom Clarke have been upgrading PC's as they go to each library. The new version does not work well with Deep Freeze so they are installing Microsoft Security Essentials on patron PC's.
- Student Partnership. We have been working with a student at Phillips Academy who is working on an implementation of Harvard Library Innovation Lab's Stackview. We documented an existing Evergreen API so the student could query Evergreen for bibliographic data. Suzanne wrote a function for him to include circulation information to indicate popularity of a title. We set up some space on one of our servers to host the module.

PRESENTATION OF FY17 NOBLE BUDGET:

Ron Gagnon presented the proposed FY17 budget, highlights below.

Headlines

- Library assessments change only due to new formula - no bottom line increase
- 22% cut to MBLC network line item
- Offset by one-time and ongoing savings
- Projects completed and upcoming

Crossed the Bridge

- First recalculation under new formula
- Lease renewed with savings
- Telecomm upgrade completed with cost savings
- Energy improvements as result of lease renewal

Assessment Formula

- Incorporated revised assessment formula voted in June 2012
- First year of refreshed stats - four years of change at once
- FY17 assessments will range from 5.5% increase to a 4.8% decrease
- Formula: Greater portion divided equally, 75%, with 12.5% for circulation and active borrowers

Total Assessment Level Again

- FY17 assessment total same as FY12, FY13, FY14, FY15 and FY16
- Series of changes on the way to level funding

How we got to Level

- \$48,000 less from MBLC, 22% cut to network funding line item
- \$50,000 more carryover from prior FY and \$48,000 less for telecomm: new vendor
- Negates MBLC cut and avoid \$50K transfer from capital to balance FY16 budget
- Saved \$15,000 on salary adjustment allowance in FY16 and FY17
- Transfer \$20,000 from capital to fund Evergreen improvements

Cost of Living vs. NOBLE Assessment

- Chart showing NOBLE increases have remained somewhat level while cost of living has climbed significantly in comparison.-

Decision Points

- Lease renewal
 - no planning/design costs
 - no moving costs
 - no loss of productivity
 - convenient facility
 - Improvements included greater than total 5-year lease increase, plus energy savings.
- Telecomm Support from Atrion to FTG
 - Savings on grant switch project install
 - Savings on ongoing maintenance
 - Very professional work
 - Same services including monitoring
 - Add back maintenance on library switches

Coming Projects

- Upgrade/Replace Evergreen servers
 - Five years old
 - Acquisition cost less than one year remote hosting
 - Costs mostly covered by MBLC infrastructure funding FY15 and FY16
- Generator - significant power outages in spring and summer, to be funded from capital
- Commonwealth Catalog - replaces VirtCat in next few months, funded by MBLC
- Lighting replacement - by landlord
 - Energy and maintenance savings expected
 - Current units failing and out-of-date
- Interior refresh - paint, bathroom, in FY16 budget revision
- Computer room HVAC -- replaced by landlord
 - Energy savings expected
 - Four system failures in June and July
 - Old system removed last week, still need to fix raised floor

Evergreen benefits

- Control of costs, vendors and future security
- Continues to be a good value
- Contribute to development through MassLNC and directly, share in community work
- Tailor to our needs, input
- Software more quickly updated
- Tools to improve service, like Dashboard

Reimbursements

- MBLC subsidies received in FY16 used to offset FY17 budget
 - exact amount not yet known: appears we will do a bit better than projected here
- Increased surplus from FY15 put to FY17 budget
- OverDrive donations occur during the year
- Erate changes:
 - NOBLE not participating, FY16 or FY17
 - FCC shifting to library wireless and Internet focus
 - Recommending 100MB to gigabyte for libraries (our main public libraries currently 50MB)
 - CIPA filtering still required
 - Funding for phone lines and cell phones phasing out, not worth the paperwork for lowered amt.
 - ALA active but debate ongoing, bandwidth need vs. filtering and intellectual freedom

Other Costs Forthcoming

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

EBSCO

3-year Contract Expires in June

- Will work with Electronic Resources and database Working Group (ERDWG) to determine priorities and desires
- Recommended to Executive and Members
- Includes periodical databases, NoveList readers advisory, NoveList Select in catalog, cover images and central A to Z paid from NOBLE budget assessment
- Put in 5% increase placeholder

Longer View

- Capital Account: \$1,094,125, \$1,075,025 after FY17 development costs; more demands
- Contingency Account: \$750,000
- State funding picture:
 - MBLC uses Federal LSTA funds for grants and databases - Federal budget still uncertain
 - State 7000-9506 decreased for FY16, impacts budget and capital via infrastructure funding
 - Need reserve funds to provide for future upgrades and projects

FY18 Budget issues

- Increase likely next budget, FY18
 - Depends on MBLC funding - action needed
 - FY17 level funding partially due to one-time savings in rent and carryover
 - Depends on utility costs after all upgrades
- Library assessments will continue to vary as formula data changes

Budget process

- Discussed and unanimously approved by Executive Board on September 16.
- Presented today to membership
- Voted at October 22 Members Meeting.

VOTE TO AMEND TELECOMMUNICATIONS POLICY:

Ron presented a change to the telecommunications policy in order to safeguard our network and the data that passes through it, to maintain optimum throughput for library services, and to best use the time of NOBLE staff.

Change paragraph 4 to read:

NOBLE-provided lines, software and equipment must be used exclusively for library services, and are not to be used for other purposes, such as HVAC systems, security systems or telephone systems including cell phone hot spots, to maintain optimum security and throughput. Third-parties must not be granted access to NOBLE-supported telecommunications systems by member libraries. While NOBLE will assist and consult as reasonable, construction, troubleshooting and maintenance of library LANs and related equipment beyond the NOBLE router (if applicable) is the responsibility of the library. Any equipment provided by NOBLE remains the property of NOBLE.

Change last sentence in paragraph 5 to read:

In a case where copyright violation is alleged the library agrees to investigate and remove any alleged infringing material as soon as possible.

Brian Courtemanche made a motion to accept the telecommunication policy change as presented. Deborah Kelsey seconded the motion. Motion passed.

STATISTICS DASHBOARD:

The dashboard discussion was tabled due to lack of time.

NEW BUSINESS:

No new business.

ADJOURNMENT:

Ruth Urell made a motion to adjourn; Brian Courtemanche seconded the motion. Meeting adjourned at 11:55 a.m.

Respectfully submitted,

Patricia Rogers
Clerk

NOBLE MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 24, 2015

LIBRARY

Beverly

Bunker Hill CC

Danvers

Endicott College

Everett

Gloucester

Gordon College

Lynn

Lynnfield

Marblehead

Melrose

Merrimack College

Middlesex CC

Montserrat

Northern Essex CC

North Shore CC

Peabody

Phillips Andover

Reading

Revere

Salem

Salem State University

Saugus

Stoneham

Swampscott

Wakefield

Winthrop

MBLC

NOBLE, Inc.

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