

**NOBLE  
MEMBERS OF THE CORPORATION MEETING  
AT NOBLE OFFICE  
SEPTEMBER 22, 2016**

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

**CALL TO ORDER:** Alan Thibeault called the meeting to order at 10:05.

**APPROVAL OF MINUTES:** Martha Holden made a motion to approve Minutes from the June 9, 2016 meeting; Kathryn Geoffrion-Scannell seconded the motion. Motion passed unanimously.

**TREASURER'S REPORT:** Myron Schirer-Suter reported the 6/30/16 budget is on target. CPA Bob Guimond began his field visit yesterday for the FY 16 audit, so the report does not reflect any audit adjustments.

**MANAGERS' REPORT:**

**Ron Gagnon** –

- Over the summer implemented two policies approved in June, Standardized Notice Schedule, and Uniform Network Transfer Loan Period.
- In August held a “Director to Leader” meeting. Scheduled another one November 30<sup>th</sup>, “Directors: Friends and Trustees”. Ruth Urell from MBLC will be here.
- Three working groups for FY 2017 were authorized by Executive Board over the summer and members appointed by the President: Electronic Resources and Database, Collection Management, and going back to having the Resource Sharing Working Group.
- Our FY 16 audit has begun.
- Revised job descriptions for NOBLE staff, which were outdated. Two titles have been updated, technical and database assistants are now technical support analyst and database support analyst.
- Comcast bandwidth to public libraries has come up for discussion. ALA recommends 100 Mbps download; NOBLE public libraries have 50 Mbps, and the branches have 16 Mbps. Been negotiating with Comcast increasing to 75 Mbps for same price, and increasing to 25 Mbps for the branches.

**Elizabeth Thomsen** –

- Attended ALA in Orlando. Participated in Evergreen events. Had a meeting with our OverDrive collection rep. Going to be moved to the new version of the OverDrive site design sometime this fall. Also attended events relating to digitization and Omeka.
- Represented the Digital Commonwealth at a copyright session held at Beverly Public Library done by Frankie Abbott of the DPLA.
- Visited Saugus, Lynnfield, Salem, and Gordon. The Gordon visit was a shared Merrimack and Gordon staff event. Scheduled to visit Melrose and Stoneham. Elizabeth is available to visit libraries.
- A Commonwealth eBook session with Steve Spohn from MLS was held at NOBLE. They were not able to provide MARC record samples; there is a quality problem with the records to be loaded.
- Held several catalog training sessions. Will schedule more and keep scheduling as needed. Been very helpful to library staff and NOBLE staff.
- Held the first of two sessions on the new NOBLE Digital Heritage Site, which was launched in September. There was no consortia structure. We moved from a single old installation of Omeka to a cluster of separate Omeka installations for each library that NOBLE is managing. Also one Omeka installation at the NOBLE level that harvests the content from all those individual library sites. NOBLE's site is harvested by the Digital Commonwealth, which in turn is harvested by DPLA.
- Reviewed meeting schedule for the fall. Sessions are posted on the NOBLE SIS calendar. Patti Rogers asked if live webinars can be done for the training sessions. A lot of her staff want to go, but have a small staff and don't have the coverage to send everyone. Elizabeth explained she has tried it in the past and wasn't popular, staff doesn't get as much out of it. Elizabeth stated she can come to your library, but would be willing to explore different avenues.

**Martha Driscoll** –

- Last June FTG replaced our firewall at NOBLE.
- Before July 1<sup>st</sup> did a lot of work on statistics dashboard to have data for ARIS reports that the public libraries need. Added a new section called “Info”, the goal is to pull some data out of the database that would be useful. Constantly looking at the dashboard to improve it, if something you want included let NOBLE staff know.

### **PRESENTATION OF PROPOSED FY 18 NOBLE BUDGET:**

Ron presented the FY 18 budget, which Executive Board reviewed and passed. It is presented today to the Membership for approval, with the vote to be held at the October meeting. Highlights below:

#### **First Increase in Five Years**

- NOBLE bottom line has been the same since FY 12.
- During that time, Cost of Living (Boston CPI-U) increased 8.5%.

#### **MBLC Subsidy Cuts**

- \$38,892 reduction from FY 15 to FY 17
- Each \$10,000 is about 1% on the assessment
- Effect of an almost 4% increase
- Line 7000-9506 cut 22% last year
- Impact from distribution formula changes
- Received in FY 17, applied to FY 18

#### **MBLC: Action Needed**

- Summit meeting in Dudley in July
- Networks met with Dianne Carty in August
- Telecomm funding likely to be a key part of 9506 advocacy, to meet ALA recommendations
- Smaller part of our MBLC funding
- Local advocacy and repetition needed
- Competition for state funds and pool not growing

#### **Reduced Surplus**

- Apply FY 16 surplus to FY 18 budget
- FY 15 surplus was \$118,475, FY 16 is \$8,608
- Effect of an almost 11% increase in assessment
- Tighter budgeting to keep level
- Increase in Common Area Maintenance

#### **Site Cost Increase**

- Renewed lease at favorable rate
- Also pay Common Area Maintenance - landscaping, plowing, lot upkeep
- Pay monthly, based on recent three years, credit or bill after calendar year reconcile.
- Winter 2015 caused retro payment plus ongoing increased billing for 3 years

#### **Other General Increases**

- Personnel: 42% increase in health insurance FY 15 to FY 17, \$17,161, due to rate and personnel being added
- Office insurance up 38% over 3 years, \$5,170. Scheduling meeting to review policies and savings

#### **Budget Balancing**

- Will shift half cataloger hours to nonprofessional.
- Moving \$22,000 in OverDrive costs from general budget to OverDrive charge
- Underwriting capital costs-Evergreen development and PC's

#### **Good News**

- Utility costs lower due to light and HVAC replacement funded by landlord in lease renewal; favorable rent rate
- Lowered telecomm maintenance cost in FY 16 by changing vendor to FTG
- MBLC eliminated annual VirtCat charge with move to Commonwealth Catalog
- Lower Evergreen server maintenance cost

### **Improving Services**

- Credit Card service added
- Statistics Dashboard Expanding
- New version Digital Heritage
- EBSCO renewed, 3 years, 2% increase per year, continued Full Text Finder, NovelList rates
- Acquired and installed backup generator – impacts gas cost, maintenance

### **Capital and Contingency**

- Capital Fund balance \$923,157.75 – savings account for system and site costs
- Contingency Fund \$750,000 – emergency funds, recommended to keep 6 months operating funds
- MBLC Infrastructure Fund \$0 - \$29,896 spent on new Evergreen Servers. Expect about \$13,000

### **Formula**

- Continues to be 75% divided equally, 12.5% divided on recent 3 years of circulation, and 12.5% on active patrons.
- Last two metrics evolve since approved five years ago, particularly in academics
- Public libraries see a FY 18 change range of +1.26% to -1.69% due to formula

### **Academic Formula**

- Becoming more difficult to get accurate comparative data
- Some authenticate against NOBLE, others college, for electronic resources, which affects number of active borrowers
- Shift to electronic resources from hard copies increases disparity
- Residential students pre-authenticated

### **Academic Users**

- Executive Board recommends move to FTE students for active borrower component
- Reported to NCES annually
- Standardized figure, readily available
- Move to FTE phased in over two years
- Formula change range of +4.8% to -1.7%
- Increases restore prior formula reductions

### **PC Support**

- No increase in per-PC or site cost
- Increase in PC/print management surcharge from 5% to 7%
- Net average increase of 1.9%
- Mileage continues to increase annually

### **OverDrive**

- To be examined by Executive Board next month
- Recommendation at our October meeting
- Another record year, use up to 16.7%

MaryAnn Niles stated she appreciates all the work Ron has put into the budget and does not have any issues with the budget, and thanked the committee that worked on the formula. She stated MCC is facing major cuts at the college, enrollment declining, and does not know how long they can sustain their budget. Rex Krajewski and Mike Hearn expressed the same concerns.

### **VOTE TO APPROVE REVISED LEGAL REQUEST POLICY:**

Ron reported one of our library directors pointed out the policy is out of date and was based on the USA Patriot Act, which has been superseded by the USA Freedom Act. Ron previously emailed the old policy along with the revised policy. The policy has been approved by Executive Board.

Deborah Kelsey made a motion to accept the changes as recommended by our attorney and approved by Executive Board. Kevin Sheehan seconded the motion. Vote passed unanimously.

### **EVERGREEN AND MASSLNC UPDATE:**

Ron reported on the MassLNC update –

- Representatives from NOBLE and CW/MARS have been working on the reorganization of MassLNC since MVLC withdrew as of June 30<sup>th</sup>. Developed a new strategic plan where the decision was made to grow the organization, nationally and internationally.
- Reached out to other systems to be development partners. Three have agreed to be development partners; Bibliomation of Connecticut, BC Libraries Cooperative (Sitka) in British Columbia, and the Howe Library in Hanover, NH. A possible other significant development partner is likely.
- In the past, funding for development projects went to MasLNC Executive Board for a vote, but now the development committee will have the authority to authorize a project, doesn't have to go to Executive Board for a vote due to the larger number of development partners not represented on the Board.
- CW/MARS and NOBLE still only full partners and receive extra benefits such as Kathy Lussier's support on system problems and development.
- NOBLE's Executive Board appointed Brian Courtemanche and Kathryn Geoffrion-Scannell to continue as NOBLE's reps to the MassLNC Executive Board, and Chris Morrissey of Melrose, Erica Street of Gordon College, and Jeff Klapes of Wakefield to the Development Committee. Jeff is chair of the Development Committee. Ron will serve on Executive Board ex officio, and Elizabeth Thomsen will serve on the Development Committee ex officio.
- Another service that will be provided is to manage a library's project for a fee if they have funds but don't want to be part of the development pool.

Patti Rogers inquired if the development partners are adding revenue. Ron explained it is revenue for MassLNC, which keeps approximately 15% of the fee for overhead costs. Patti asked what the development costs are and what was charged for the fees. Ron will email the figures.

Martha Driscoll reported on Evergreen update -

- Working on building and implementing our six new Evergreen Dell servers that were bought in August. Loaded Evergreen, and Postgres, which is the underlying database software. Taking our data from the production system and moving onto the new servers. There's a cutover and migration involved, as well as updating all the software.
- Loaded the current Evergreen release version 2.9 onto the new servers. Do not want to have an Evergreen upgrade be part of the server upgrade.
- Equinox is working with us on this project, and has recommended a different indexing scheme that Postgres can use that is supposed to be faster for searching.
- Number of other servers not being replaced, but will need to communicate with the new hardware.
- No cutover date yet to the new hardware. Estimating one day of down time, but could be shorter depending how the migration of the database part goes. We have a replication backup database server that will be used as a read only server for down time. The catalog can be searched and look up patron information. Authentication of third party software will still work, i.e. OverDrive, EnvisionWare.
- The next Evergreen upgrade is 2.10, and plan to upgrade over the winter during semester break.
- When know the date of the switchover will send an email along with what the process will be.

Ron added as part of this project, capital funds were approved for Equinox's consultation on the server migration. Currently awaiting some answers from them. Also the new form of indexing, solid state drive, and faster servers will hopefully make searching faster.

Elizabeth added have a couple of changes to the way we want to index the data in terms of what pieces are indexed and how they are indexed. One is the fix to the apostrophe problem where the system treats apostrophes in a way that does not ignore them and cause an issue if you don't know if an apostrophe is used or not in the search. Also instituting a synonym list.

Kevin Sheehan asked when Evergreen is moving to the web client. Elizabeth explained the web client will be available in release 2.10 or 2.11, but can't allow anyone to use it until we know there aren't any bugs. When it's on a server and have done testing, then can maybe roll out incremental for library staff to use some functions in the background. Want to have libraries beta testing it and not roll it out until we know it is stable enough.

Ron added MassLNC has been one of the contributors to the web client project, funding improvements to the patron record display. Circ and tech services sides are done. NOBLE staff has been active participants for preliminary testing. Don't have a firm date when it will be ready, but do want to work with library staff to test some functionality.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

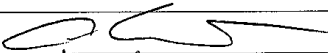
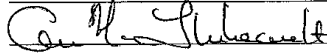

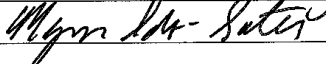

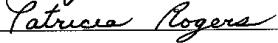
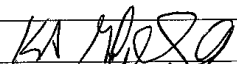
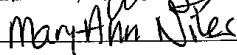
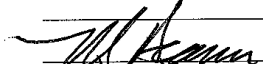
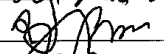
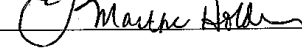
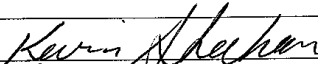
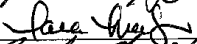
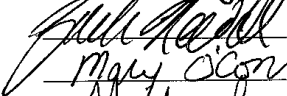

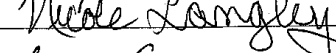
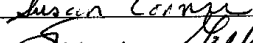
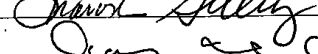

Diane Wallace made a motion to adjourn. Meeting adjourned at 11:50.

Respectfully Submitted,

Diane Wallace  
Secretary

NOBLE MEMBERS OF THE CORPORATION MEETING  
AT NOBLE  
SEPTEMBER 22, 2016

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	
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