

NOBLE Executive Board Meeting Minutes
June 10, 2026 2:00-4:00 PM

Members Present: Theresa Hurley, Jonathan Nichols, Brian Courtemanche, Catherine McDonald, Abby Porter, Rachel Overbeck, and Anna Sarneso

NOBLE Staff Present: Kathy Lussier

Call to Order/Welcome

- Catherine called the meeting to order at 2:08

Approval of Minutes

- *Jonathan moves to approve the minutes and Rachel seconds the motion. Motion passes unanimously.*

Reports

Treasurer's Report - Jonathan Nichols

- Not much to report, but Jonathan did his first round of bills last week. He now has access to all of the NOBLE accounts.
- The biggest thing to look at in the upcoming months is the CD maturity.

Electronic Resources and Database Working Group Report - Kathy Lussier

- Voted on changes to series indicator based on the way Aspen treats series in search results
- Looking at digital accessibility for the website, and we will start using Aspen for our public facing website.
- Discussing options for lists so librarians can only search lists in their own library
- Looking at if we want to keep "Explore More" turned off in Aspen.

Resource Sharing Working Group Report - Kathy Lussier

- Recommendation from the working group that we change our policy from having long overdue bills always mailed and emailed to long overdue bills emailed and only mailed if the patron does not have an email address in their record. Librarians can request print bills for all patrons if they prefer.
- *Rachel makes a motion to recommend that Membership adopt the changes recommended by the Resource Sharing Working Group and Theresa seconds the motion. Motion passes unanimously.*
- The working group is looking at a more consistent procedure on how to mark items as damaged and possibly developing guidelines on when an item should be marked as damaged.
- Rachel suggests that the working group create an overview for all of the statuses in Aspen, so that the library staff better understand when to use them.

Collection Management Working Group Report - Catherine McDonald

- The working group reviewed the results of a survey that went out to everyone and discussed costs and benefits of results.
- Looked at the Collection Development policy on the website. It's clear that the policy needs to be updated, but the group needs another year as a working group to be able to review the policy.

- *Rachel makes a motion to authorize the Collection Management Working Group for FY27, and Abby seconds the motion. Motion passes unanimously.*

Executive Director's Report - Kathy Lussier

- Nahant Public Library is meeting with NOBLE staff members as they continue their onboarding. They have had three test migrations done on the training system. Right now, Nahant patrons can only place holds on Nahant items. Tonight, the NOBLE staff and library staff will go to Nahant to be practice patrons as they use Evergreen. The official go live date is Thursday, June 18, but they might be able to go live on Wednesday, June 17.
- We have the code to integrate our new cover image service, Loral, into Evergreen. Jane Samburg is working to resolve any bugs in a feature to restore summaries on the search results page and truncate them.
- The Library Expo was last Thursday, and libraries showed examples of how they are using Aspen. They ended with a brainstorming session, since we will begin requesting updates in Aspen next year.
- Paula and Kathy have been looking at new payroll providers, after the current one moved to a different platform.
- Massachusetts Data Privacy Act was passed in the House last week, but it doesn't match the Senate version, so it is headed back to the Senate.
- The Freedom to Read bill should be going to the Massachusetts State House today.
- The Evergreen Project had its second quarterly webinar. Since NOBLE is a member, all of the member libraries can participate in the webinars. Aubri from Everett showed how to use Aspen to promote Summer Reading. The next webinar will be on digital accessibility.

Business

FY27 At-Large Members - Catherine McDonald

- Catherine sent out an email asking if Board Members would like to continue to serve. She will begin looking to fill vacant spots soon.

FY26 Executive Director Goals Status Update - Kathy Lussier

- This year had three goals; none were completed fully, but Kathy made headway on each.
- Goal 1: Working with the Executive Board, create an investment policy that establishes the risk profile and ideal asset allocation for the network with the goal of authorizing a professional fund manager to oversee the day-to-day management of the investments.
- We made substantial progress on identifying the purpose of reserve funds and the ideal investment instrument for each fund. This process lays the groundwork for the investment policy.
- Goal 2: Revise the NOBLE employee handbook to provide clear and comprehensive guidance on NOBLE's HR policies

- Paula and Kathy have both reviewed the handbook with suggested changes and now need to pull those changes together. They are on a good path towards having a handbook revision for the board next fall.
- Goal 3: Learn how to perform the regular duties of the Office Administrator position to better support that position in times of absence.
- Kathy has learned how to work in accounts payable and receivables in the accounting software. She intends to document these procedures and try to manage bill payments on my own sometime after the Nahant migration. They still need to work on handling TIAA contributions and performing payroll duties, but the payroll training will occur after we move to a new platform.

New Business

- Rachel announced that Stoneham just implemented a community calendar policy.
- Rachel saw collection and circulation report tools from Library IQ at PLA and wondered if there would be interest in this from the Network. Kathy noted that these tools were part of the Collection Development Working Group survey and they will be reviewing these tools and library needs in the upcoming year.

Adjournment

- *Brian makes a motion to adjourn.*

Respectfully Submitted,

Anna Sarneso, Clerk Pro Tem