

## **NOBLE Executive Board Meeting**

### **September 12, 2018**

Present: Ron Gagnon, Linda C. W. Gardener, Diane Wallace, Myron Schirer-Suter, Amy Lannon, Theresa Hurley, Michael Hearn, Patti Rogers and Kathryn Geoffrion-Scannell.

#### **1. Call to Order/Welcome**

The Meeting was called to order by President Linda C.W. Gardener at 2:04 pm.

**2. Approval of Minutes** Minutes for June 2018 were presented. Kathryn moved to approve, with one correction noted. Second by Amy, all in favor.

**3. Presentation and Approval of Proposed FY20 Budget with FY19 revisions & Salary Schedule** There are two budget proposals. Both have FY19 revisions and a proposed FY20 budget. Both are beta versions, we are awaiting quotes on few things yet, such as maintenance on a couple of our servers and our copy machine. These should not change the larger concepts or the bottom line.

The good news is that both proposals have no bottom-line increase, the proposed assessments are the same for both. Due to our formula, which takes into account active borrowers and three year average circulation, the actual library assessments vary from a drop of 1.6% to an increase of 1.7%.

We are fortunate to have a significant increase in funding from the MBLC for FY19, which we apply to FY20. We also have a surplus carryover applied to FY20 that is twice that of last year, and are enjoying reduced occupancy costs due to our move, both in reduced rent costs and other related costs.

The proposals differ in the personnel section. To cope with the loss of two academic members we made two significant changes to our cataloging center last year -- laying off one of our two part-time professional catalogers and changing from OCLC to SkyRiver as our cataloging source. Unfortunately there is a considerable backlog in processing by our cataloging center, for a number of reasons. One contributing factor was time lost reconfiguring the workflow to accommodate the differences between how SkyRiver and OCLC can be searched and records downloaded. The second is the changing landscape of vendor-supplied MARC records. The quality, both in the completeness and accuracy of information contained and proper coding of the information which is used by Evergreen for indexing. Even within a single vendor the quality of records varies greatly within an individual file. While loading the file of records is more efficient, the process is much less straightforward than just upgrading short records entered by libraries. Both of these issues have taken more staff time to manage, including more of the Member Services Manager's time -- more trained cataloger time is necessary to keep the flow going. We are also investigating outsourced batch vendors to address the backlog.

Ron has prepared two budgets for consideration. One maintains the current level of staffing, and the other restores some staffing. Since we now have the funds, he recommends that we restore some staff in order to improve the timeliness of cataloging, improve service to members, and make more efficient use of existing staff time. However, the bottom line remains the same.

The two changes being proposed are restoring the position of a part-time professional cataloger that was cut in 2017. This is a non-benefitted position. The second personnel change contained within the same proposal is to make the administrative assistant's position full-time. Presently the position is funded for 32-33 hours per week, compared to a regular work week of 37.5 hours. The position already earns full benefits, approved a few years ago due to changes in the laws, so the added cost is only a few hours of salary. Not surprisingly, there are more details that this position must attend to. The hours of the position as well as the duties have slowly grown over the two decades we have had the position. Also, the position covers the telephone, which falls to other staff on Fridays, as Paula presently works a four-day week.

Ron recommends that both changes begin soon, in FY19, the administrative assistant as soon as possible and the cataloger as soon as one can be hired.

The lease for the new space will lower our rent by \$24,000+ in FY19 over what we would have paid at our old location and by \$14,000+ in FY20. The FY19 difference is greater due to two free months' rent as part of the renewal. The first free month was June, 2018 so that lowered FY18 actual amount. There will also be a smaller 5% savings in the common area charges (exterior maintenance & real estate taxes) due to having a slightly smaller space, the costs are allocated based on percentage of total building rented. These costs are harder to forecast because they depend on some unpredictable items such as snow removal costs.

The early projection from Paul Kissman of the MBLC is that NOBLE is likely to see a fund increase of \$42,696 this fiscal year. However, this is projected based on last year's data and some of the funding is formula-driven so these do not take into account data changes in the past year. Ron expects a slightly lower figure, but still a significant increase. The exact figures will not be known until later in September, and even those are not guaranteed should there be 9C cuts during the fiscal year. The amounts applied are conservative in the amount of increase applied to the FY20 budget, about \$31,000; we can reflect the full impact in our FY20 budget revisions next September.

MassLNC might see some changes with the Executive Director, Kathy Lussier, leaving at the end of November. Noble pays \$50,000 overhead so this might be a good time to reinvent the position.

Mike Hearn asked if there's any money left in our budget could it be returned to the member libraries.

Ron distributed handouts with all Noble salaries, and, for comparison, their counterparts in all the other networks. He also used the Consumer Price Index increase of 3.4% from last year. Every staff member is at the top level so there are no more steps involved. The budget was built with the 3.4% increase, but the Exec committee decides the amount.

The Capital Fund currently has \$900,000 since some was used for the move. We still need to reconcile the account since the move, and might also need to purchase new chairs for the conference room. The MBLC Infrastructure account, which is similar to

the capital account, will receive \$13,000 to \$14,000 in the new FY. The funds in it don't have to be spent in the year they were received. We also have \$750,000 in our contingency fund which is an emergency fund.

Amy moves that we accept the FY20 budget with staff changes and the Revised FY19 budget including a 3.4% increase in payroll. Myron seconded. Mike opposed, the remaining members in favor.

**4. Approval of Adding Magazines to Shared NOBLE OverDrive Service**

Elizabeth Thomsen joined the meeting. The OverDrive Magazine feature is new, improved and easy to use. Noble can purchase 50 titles for \$22,000 annually. \$12,000 will come from MLS, and \$10,000 will come from the OverDrive fund. Magazines have unlimited copies so everyone can check out the titles they'd like without waiting, and the magazines don't count towards the six book limit. No new funds will be used to add magazines now.

Amy moved to approve, Diane seconded and all in favor. (Mike H. had to leave the meeting before this vote.)

**5. Approval of Proposed FY20 OverDrive Assessment and Budget**

**6. Approval of FY20 PC Support Assessment Rate**

Noble subsidizes PC support. It was reduced last year and it needs to be increased by \$1500 to avoid increases.

Meeting adjourned at 4:08 pm. Agenda items 5 and 6 were not addressed.

Respectfully submitted,

Diane Wallace

Clerk