

## **NOBLE Executive Board Meeting**

**November 7, 2018**

Present: Ron Gagnon, Linda C. W. Gardener, Diane Wallace, Myron Schirer-Suter, Amy Lannon, Elizabeth Thomsen, Martha Driscoll, Theresa Hurley, Brian Courtemanche and Kathryn Geoffrion-Scannell.

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

The Meeting was called to order by President Linda C.W. Gardener at 2:03 pm.

**2. Approval of Minutes** Minutes for both September and October were presented. Kathryn moved to approve, second by Brian, all in favor.

**3. Treasurer's Report** Myron reports that the audit is done, but awaiting adjustments. There's nothing out of the ordinary expected.

**4. Approval of FY18 Financial Statements and Filings** Amy motioned to approve, second by Myron and all approved. There may be some changes next year in the interest of more transparency.

### **5. Executive Director's Report**

Automatic welcome messages for new patrons began November 1<sup>st</sup> and have been going well. The Collection Management Working Group elected a new Chair, Alyssa Staples from Wakefield. They will be reviving the NOBLE Book Awards and planning a program on the revised Collection Assessment Reports and List Maker.

Adjusting relevance in catalog searches has been a MassLNC-funded project, but it has not been installed due to dissatisfaction with some of the metrics. It's complicated by the many variables. Michele Morgan took a closer look at the code and wrote a patch that has been installed on our system. More testing will be done. Our own Michele Morgan has been selected as the Evergreen community's first "Contributor of the Month". This is a new award and she is the first winner, noted for having "gone above and beyond for the Evergreen community."

Suzanne Paterno has written a new program registration program for our training events. It integrates with our Google calendar and has more flexibility than the previous program. It also provides statistics. Training on the new web staff client is underway for designated Tech Services staff. More training will begin after the loading of Release 3.1 in January as to be ready for the roll out in the summer.

We will be recommending that all staff PCs using the new web client should be running Windows 10. Some issues have come from Windows 7 and we want to

minimize downtime. Microsoft Mainstream support ended for Windows 7 and finally, the new software was written in a Windows 10 environment.

Windows 10 will run on a PC that's running Windows 7, without hardware limitations so new PCs are not required. They can be converted in a few hours with an upgraded license.

Ron attended the MBLC meeting in Reading last week and Deb Abraham is one of the new commissioners. Ron is being considered to serve on the Library Ecosystem committee that is forming soon. Kathryn has been appointed as a new member of SACL. Nothing new from Gloucester, and MLA Library Legislative Day is Tuesday, March 5<sup>th</sup> at the State House.

Noble is purchasing the final pieces of furniture under the capital budget allocation. National Grid was out to turn the gas on today for the generator. We've received the reimbursement due from the landlord for server move costs, and paid for the generator move. We'll be posting a part-time cataloger position soon.

## **6. FY20 Action Plan**

This is done yearly in case we need to apply for LSTA funds. We won't look at each goal since some are carried over. NOBLE will be working more closely with CW/MARS since the local aspect of MassLNC will be gone. We could co-train with them.

**Goal 2- F**, "Did you mean" functionality has been wanted for years, but Evergreen had work to do first. That is now in place and could be developed. **J**. Concerns activity metrics. **K**. Customization and branding.

**Goal 3**. MBLC working on "how to get a library card" programs. It's easier in Noble than some other networks. **Goal 4 – G**. Delete G because it's a duplicate. Also looking to have more discussions with academic libraries about their statistics needs. **Goal 5- B**. Evaluation of Overdrive reciprocal lending agreement. **C**. Evaluate the magazine portion of Overdrive. **Goal 6-** release of web client **Goal 7 C & D** depend on the status of MassLNC which is funded through FY19.

Diane moved to approve the action plan, Theresa seconded, all in favor.

## **7. Record Retention Policy and the Patron Record Verification and Purge Policy**

This will clean up the overlap of several policies and be more cohesive. Resource Sharing Group reviewed the draft and approved the new policy. Kathryn moved to approve, Amy seconded and all in favor.

## **8. G Suite Account Policy**

Proposed to replace the current Personal Accounts Policy. Updates to more modern practices and based on policies of other networks. Takes public records requirements into account as well. Amy moved to approve, Theresa seconded and all in favor.

## **9. OverDrive Instant Digital Card Discussion**

OverDrive would like to make it easier for new users to get a library card number for quick access. They have set up a way to authenticate by using another vendor, Cognito Co. However, this may not work for all patrons, and will only work for public libraries. Cognito checks the zip code of the phones' billing information. Libby is the only app that can use this right now. There is a \$.90 charge for each successful card, and they expire in a year. There are still many details to be worked out. No decision was reached today.

## **10. Other Business**

None.

## **11. Adjournment at 4:01 pm.**

Respectfully submitted,

Diane Wallace

Clerk

