NOBLE Executive Board Meeting
September 11, 2019

Present: Brian Courtemanche, Ron Gagnon, Linda C. W. Gardener, Kathryn Geoffrion-Scannell, Amy Lannon (via phone), Melissa Robinson (via phone), Myron Schirer-Suter, Elizabeth Thomsen, and Diane Wallace.

1. Call to Order/Welcome

The Meeting was called to order by President Kathryn Geoffrion-Scannell at 2:05 pm.

2. Approval of Minutes   Minutes for the August 14, 2019 meeting were presented. Amy moved to approve the minutes, with one correction, second by Diane, all in favor.

3. Executive Director's Budget Report

Ron presented options for the FY2021 budget, and explained the impact of additional state funding from MBLC in line 9506. While the final numbers have not been released, Ron is conservatively budgeting for about an $11,000 increase. It is expected that MBLC will be using the remaining funding on a new initiative with the OverDrive RLA ebook collections.

NOBLE is on track to double bandwidth for internet access.

We are also expecting a significant increase from the MBLC in the Infrastructure program, at least 25% if not more. In FY19 we received $16,384 from the MBLC for Infrastructure and you approved $6,415 in June to replace a central site switch, the current balance is $9,969. We will have some more significant expenses coming in a couple of years in telecommunications equipment and Evergreen server equipment.

The increased state funding could be a one-time thing, which has happened before. Surpluses from one year are applied to the budget two years away (FY2019 surplus is applied to FY2021). Additionally, it is important to bear in mind that NOBLE's membership could continue to change.

Ron presented two proposals for the basic budget and assessments, and the PC Support program. The OverDrive situation will be addressed in October, when hopefully there is a better idea of what the MBLC is proposing.

Both versions of the budget feature level total assessments for existing members. The dismantling of MassLNC largely covered the loss of a member. The version primarily discussed is "the telecomm version" (vs "the traditional version") which involves making the charge for telecommunications an a la carte item. Because of the robust MBLC funding, this is a good year for making this transition, although it does mean that there may be more variance for participating libraries in the future, since the cost will be more at the mercy of MBLC funding (or lack thereof). Costs include maintenance for telecomm hardware and Comcast charges.

The budget is primarily unchanged. Highlights include:
- Employee crime & dishonesty insurance is broken out of the general insurance line.
- Occupancy costs are straightforward. FY19 reflects 2 months of free rent. Common Area Maintenance (CAM) costs can vary from year to year.
- Computer support is stable. Many libraries have needed a proxy SSL. NOBLE provides EZproxy (provides secure authentication) for many libraries, and will now provide an SSL certificate for everybody as part of the core services, instead of piecemeal from library to library.
- MassLNC has gone away; although the cost for development has gone up, it is still a savings.
- There is now the 20% charge for a member leaving, which will be charged to Northern Essex this year. These funds have been put into the NOBLE Evergreen software development line.

- There is one temporary change to data access – in the fy 20 revision the money saved from MassLNC has been put into record enhancement to address a backlog in cataloging records. There is now ongoing cost in the budget for the mobile app maintenance.
- Within telecommunications, there are a few changes. There is more equipment being covered in the service contract, and there is a new line for network security, which is an increasing modern concern. The change is recommended for both FY20 and, if successful, for FY21. [side note: Diane asked if there is a policy about what to do if hacked. There is not a formal policy, we would go with the advice of our attorneys.]
- The professional services line is straightforward.
- Continuing education is a small part of the budget, and includes the standard conferences.
- Equipment upgrade will include upgrading some Evergreen servers.
- Online database service is not cast in stone at the moment. More funding was put into Overdrive last year, and there are now accurate numbers for EBSCO.

The grand operating subtotal is about $40,000 less than last year. This is the telecommunications version of the budget, but the bottom line of the two budgets are the same.

The salary schedule is traditionally adjusted based on the Boston CPIU. This year was 2%. This tradition keeps NOBLE in line with the other networks.

NOBLE is also expecting some funds from the dissolution of MassLNC. Money from the projects has been transferred to Evergreen Indiana, but some money will be coming back. Probably in the mid-$20,000 range.

Brian moved to recommend the telecomm version of the FY2021 proposed budget, and approve the FY2020 revised budget, including the salary figures for both budgets. Amy seconded the motion; all were in favor.

Ron discussed PC Support costs for FY21. A 2.4% increase was recommended. Diane made a motion to accept the recommended increase to support costs; Linda seconded the motion. All were in favor.

4. Other Business

None

Meeting adjourned at 3:15pm.

Respectfully submitted,

Linda CW Gardener

Substitute Clerk