

NOBLE Executive Board Meeting

November 13, 2019

Present: Ron Gagnon, Linda C. W. Gardener, Diane Wallace, Myron Schirer-Suter, Amy Lannon (phone), Elizabeth Thomsen, Martha Driscoll, Brian Courtemanche, Kathryn GeoffrionScannell and Deborah Kelsey .

1. Call to Order/Welcome

The Meeting was called to order by President Kathryn GeoffrionScannell at 2:08 pm.

2. Approval of Minutes There were no minutes ready for approval.

3. Treasurer's Report Myron presented the recent report.

4. Vote to Approve FY19 Financial Statements, Form 990 & MA Form PC.

Ron presented a letter from our CPA, Robert J. Guimond, that addresses three deficiencies found during the recent audit. None of the deficiencies in internal control were deemed to be "material" which is more severe than the "significant" deficiencies mentioned and all are due to new, more rigorous demands from the Financial Accounting Standard Board. One suggestion to remedy a deficiency is to break out programs, and we are breaking out administrative costs from program costs. Another is for greater separation of bookkeeping duties to prevent fraud, which is not possible in a small organization. The third is for NOBLE staff to prepare the annual financial statements for the auditor to review, but this is a higher level of staff accounting than NOBLE can provide. In answer to a checklist on the Federal Form 990, a question was raised about not having policies for whistleblowing and document destruction. One correction that needs to be made was noted on MA State Form 990.

Amy moved to approve, Linda seconded and all in favor.

5. Executive Director's Report

Contracts have been received from MBLC for Resource Sharing, Infrastructure and Telecomm Funding. Two installments of funding are expected, one when the contracts are processed and another in the spring.

New funding for the OverDrive LEA program will be arriving no earlier than February. \$27,919.87 must be expended this fiscal year. Noble plans to devote the funds to building our collection of standard titles and classics, which we would own permanently.

Noble staff and ERDWG members have been testing the Noble app developed by Ken Cox. It's almost ready for release to the public. The Comcast upgrades to

bandwidth have been completed and that brings most of our libraries up to the recommended level of service.

Single Sign-On has continued to be an issue because patrons want to sign on easily to a range of electronic resources. Many colleges use LDAP through EZproxy, but that's not been successful with Evergreen. Noble was approached about participating in development that would make Evergreen accessible to premium authentication systems, but the cost was prohibitive. The staff is now refocusing on working with LDAP.

Meeting season is in full swing. Since we met last there was a well-attended full day at EBSCO, US Census meeting, and a Social Media and Marketing roundtable. A Readers' Advisory roundtable and sessions on G Suite and List Maker are coming up. All working groups are meeting as scheduled.

Because of issues encountered with Google Meet, Noble will be moving from that to a paid subscription with Zoom (annually \$150) for online training, screen sharing support and conference calls.

During the storm of October 17th the Danvers side of the office park was without power from 3 am to 6 pm. However, we were running on our generator so there was no interruption in our work. We did cancel the members meeting that day since many schools were closed, and power was out in various places. The rescheduled meeting is next week with a full agenda.

6. Vote to Approve FY21 Annual Action Plan

Much of last year was spent bringing in the Evergreen Web Client. Time was spent on meetings, trainings, and we also dealt with three years of enhancements at once. And, there were significant changes to OverDrive.

FY21 is the first year under the new strategic plan. We're looking for more training for Noble staff as the interface and software is changing, as well as looking for a more modern statistics package. With the demise of MassLNC we have little contact with CW/MARS so some has been added to our schedule.

We are now a decade into our Evergreen experience and it's time for the Noble staff task force to evaluate all of the open source offerings available to libraries. There are new players in the market, and some have made changes, so it's a good time to start looking.

Noble is also hosting some MLS workshops which makes attendance by our members more convenient.

Changes to the action plan look good and seem to be comprehensive.

Linda moves to accept, Deborah seconds, all in favor.

7. Other Business

Melrose has a new mayor and new state representative.

8. Adjournment at 3:35 pm.

Respectfully submitted,

Diane Wallace