

NOBLE Executive Board Meeting

March 11, 2020

Present: Ron Gagnon, Martha Driscoll Diane Wallace, Myron Schirer-Suter, Amy Lannon (via phone), Deborah Kelsey, Elizabeth Thomsen, Theresa Hurley, Brian Courtemanche, and Kathryn GeoffrionScannell

1. Call to Order/Welcome

The Meeting was called to order by President Kathryn GeoffrionScannell at 2:03 pm.

2. Approval of Minutes

Minutes amended to reflect that Deborah Kelsey was in attendance at January meeting. Minutes approved as amended

3. Treasurer's Report

4. Executive Director's Report

- **Course Reserves-** NOBLE is joining with Treasure Valley Community College and Linn-Benton Community College in Oregon to add a new integrated course reserves module to Evergreen. NOBLE is contributing \$10,000 to complete the work by adding the capability to include eBooks and open educational resources. The software will replace the old Syrup course reserves module.
- **Bib Record Backlog Cleanup-** NOBLE has tamed the bib record backlog that arose for the budget cutting attempt in 2018. The project cost was \$43,376.40 which was allocated in the FY20 budget
- **Pandemic Section for Disaster Plan-**A new section for the NOBLE's Disaster Plan on pandemics was created. Discussion regarding meeting schedule and switching to online meetings.
- **Health Insurance-**Health insurance costs increase by 15% effective April 1.
- **Security Software Tests-** NOBLE had a trial of Cisco Umbrella through New Era. Umbrella is geared more towards workstation threats and not doesn't really provide for central server security. NOBLE is waiting on word about a another service to harden servers from New Era
- **New Email Lists-NOBLE added eleven new focused email groups**
 - Acquisitions
 - Children's Services
 - Circulation
 - Course reserves
 - Envisionware
 - G Suite
 - OverDrive
 - Reader's Advisory
 - Reference Services
 - Technical Services
 - Word press

Four other existing groups are continuing:

NOBLE-info, Young Adult Librarian, Inclusive Libraries, Social Media and marketing

- **Trainings and meetings**
- **Evergreen Feedback Fest-** NOBLE staff participated in the Evergreen Feedback Fest
- **Public Library Bid-** Salem is conducting the biennial public library bid process.
- **Conferences-** Elizabeth and Michele will be attending the Evergreen International Conference where Elizabeth will be presenting "Batches, Baskets, Buckets and Bookbags" session. Ron and Elizabeth plan on attending ALA Annual Conference in Chicago where Elizabeth will be moderating the open source session.
- **FY21 State Budget-** Governor Baker's budget proposal for FY2021 had a general 1% increase
- **Overdrive Digital Bookmobile-**The Digital Bookmobile will come to NOBLE on Saturday July 18th at the Danvers Public Library from 10am-2pm

5. Approval of NOBLE TIAA Retirement Plan Restatements-

Brian Courtemanche made a motion to approve. Seconded by Myron Schirer-Suter. All in favor.

6. Approve New Bibliographic Record Retention Policy

7. Approve New Borrower Record Retention Policy

8. Vote to Delete Record Retention Policy

9. Approve Claims Returned Policy Update

The Evergreen Record retention Policy covers both bib records and borrowers. The RSWG recommends clarifying some policies. The use of claims returned should parallel the Lost & Paid where items will be removed after 1 year for both the patron record and in the system. It is recommended to separate the Record Retention Policy into two separate policies: Bibliographic Record Retention Policy and Borrower Record retention Policy.

Add to the Claims returned Policy “Items in claims returned status will be purged after one year”.

Deborah Kelsey made a motion to approve items 6 (New Bibliographic Record Retention Policy), 7 (Borrower Record Retention Policy), 9 (Claims Returned Policy Update)

Seconded by Myron Schirer-Suter. All in favor

Deborah Kelsey made a motion on item 8 to delete Record Retention Policy. Seconded by Brian Courtemanche. All in favor.

10. Approve Document Retention Policy

While reviewing the audit, it was noted that on the IRS questionnaire when asked if we had a Record Retention Policy it was checked no. NOBLE has followed the Mass Society CPA Record Retention guidelines. This has to do with financial records solely, not patron, evergreen, etc. While NOBLE has followed the guidelines, it had not been recognized or voted to reflect that. Ron reached out to the CPA and asked if NOBLE were to adopt the policy would that get NOBLE a yes on the next IRS Form 990, the CPA said yes.

Diane Wallace made a motion to recognize what NOBLE had been doing and get a yes on the Form 990.

Deborah Kelsey seconded. All in favor

11. Approve Whistleblower Policy

Tabled

12. Discussion of Library Employee Confidentiality Agreement

Discussion of having employees sign a document acknowledging that patron information is private and not to be shared. Ron drafted a form and shared with the RSWG. Discussion followed about whether it would be recommended or required. Further discussion included the language used on the form. Ron will revise and bring back.

13. Adjournment

Motion to adjourn meeting, seconded, all in favor. Meeting adjourned at 3:30pm

Respectfully submitted,

Theresa Hurley
Clerk