

NOBLE Executive Board Meeting via zoom

March 10, 2021

Present: Ron Gagnon, Amy Lannon, Myron Schirer-Suter, Linda C.W. Gardener, Theresa Hurley, Nicole Langley, Tara Mansfield, Brian Courtemanche, Catherine McDonald

1. Call to Order/Welcome

The Meeting was called to order by Amy Lannon at 2:10pm.

2. Approval of Minutes

Make correction to minutes to add Catherine in attendance of the February meeting.

Make correction to page one FFY21 to FY21

3. Treasurer's Report

Myron reported that there was nothing out of the ordinary

4. Executive director's Report

Payroll Protection Plan Loan Forgiven- Ron reported that the \$184,300 loan has been forgiven in full. Paula put in a lot of time and effort into this process.

Health Insurance Increase- The NOBLE health insurance renews on April 1 with a 10.7% increase in cost. Tufts provided an alternate plan but it was decided to stay with the current plan. The increase was budgeted under the current participation levels.

Changing Landlord-The building is in the process of being sold to Abiomed which currently occupies 70% of the building in addition to the large building next door. Remaining issues were resolved with all obligations up-to-date. NOBLE's lease runs through August 2023, and is binding on the new owner.

Phone system upgrade-NOBLE has decided on a proposal from Unitel, their long time telephone system provider for the new telephone system. The Board authorized capital for the start-up costs at the January meeting. The system requires updating the Ethernet network with a new switch to provide powered Ethernet connections. NOBLE has not yet received a price quote from New Era. Ron expects it to proceed in the next month or two. Costs will increase but gives greater flexibility and capacity. The increase can be handled within the overall budget.

Amy asked if the cost increase was normally stable and not going up. Ron stated that it will go up about a couple of hundred a month but will have more capacity.

MBLC Certifies Libraries- Ron virtually participated in the MBLC Board meeting. All NOBLE libraries are certified, including Stoneham which was granted a waiver based on future budgets. A total of 347 municipalities were approved for State Aid, the highest number of awards since 1961.

Nicole stated that the commissioners noticed that staffing levels, with regard to Stoneham, were not where they should be. Nicole had mentioned at a previous meeting that they had cut a few positions but didn't go into details. Someone outside the library or town recognized this and mentioned it. Stoneham received a waiver with reservation which means that Stoneham would have to go to the MBLC winter meeting next year and present any changes.

Evergreen Feedback Fest-In mid-February, the Evergreen community held a week long Feedback Fest to focus attention on software patches and improvements. During the week 30 fixes and features were added to the core software. Five NOBLE staff members participated in documenting, testing and writing software that will improve the web client, OverDrive and EBSCO access and course materials.

Release 3.6.2- NOBLE plans to install Release 3.6.2 in the near future. Downtime will be overnight and be minimal without affecting library operations.

MBLC Annual Survey-NOBLE staff are in the midst of completing the 36-page survey for annual network statistics.

Questions for Ron: Nicole asked if there was concern about what might happen when lease is up. Ron stated that if Abiomed continues to expand, they may want the NOBLE space, but there are other options in the area.

5. Motion to approve the transfer of \$12,452.78 from capital to provide video and upgrade audio in the NOBLE meeting room to host hybrid meetings.

The funds are for a remote-controlled pan, tilt and zoom camera that will allow staff in NOBLE libraries to attend and participate in trainings, meetings, and discussions. Two ceiling microphones will cover the room so that those not attending in person can hear the presenter and the in-person attendees.

NOBLE reached out to ProAV that installed the existing equipment and additions would be compatible.

NOBLE received 3 different quotes from different outfits and decided on PROAV.

This upgrade would expand NOBLE's reach to library staff that would not typically come to trainings. Ron anticipates that some people may prefer remote participation over in-person for some time.

Discussion: Brian inquired about when the lease runs up in 2023, and Abiomed takes the space, how that would pan out with the equipment.

Ron stated that he has considered that but NOBLE can't let 2 years go by without service and there is other equipment that would have to be moved as well.

Linda asked if the audio is hard wired. Ron stated it is and would need to have them come back for reinstallation. Ron also pointed out the some of the technology may change over the next couple of years.

Action: Brian made motion to approve the transfer of \$12,452.78 from capital to provide video and upgrade audio in the NOBLE meeting room to host hybrid meetings. Nicole seconded. All in favor. Patti voted in favor by proxy.

6. Motion to add Juneteenth Independence Day, a new Massachusetts legal holiday, to the list of paid holidays in the NOBLE Employee Handbook.

Gov. Baker signed the bill designating Juneteenth Independence Day, June 19th, as an official state holiday. A majority of the networks have added it to their paid holidays.

Action: Theresa made motion to add Juneteenth Independence Day, a new Massachusetts legal holiday, to the list of paid holidays in the NOBLE Employee Handbook. Seconded by Linda. All in favor. Patti voted in favor by proxy.

7. Motion to approve the use of the additional \$6,285.38 in FY21 MBLC LEA funds to acquire titles to expand our OverDrive collection in the topic Rediscovering New England to include local travel, local history and local authors.

NOBLE is receiving an additional \$6,235.38 in LEA funds from the MBLC to augment the OverDrive collection. Ron conferred with Elizabeth and decided to focus on Rediscovering New England as a concept.

Travel-Now that things seem to be looking up, people may start to travel, especially local destinations that are easily reachable by car. Examples include general books about the states and regions, historical sites, activities for kids, hiking, biking and rail trails.

Local History-NOBLE would like to add books about local and regional history. Examples include Images of America books, biographies, historical works and other topics that relate to the region.

Local Authors-Books by authors, both fiction and non-fiction, with ties to the area. Examples include Ann Leary, Roland Merullo, Hank Phillip Ryan, Doris Kearns Goodwin, Nathaniel Philbrick, etc.

Action: Myron made motion to approve the use of the additional \$6,285.38 in FY21 MBLC LEA funds to acquire titles to expand our OverDrive collection in the topic Rediscovering New England to include local travel, local history and local authors. Seconded by Catherine. All in favor. Patti voted in favor by proxy.

8. New Business

None

9. Adjournment

Linda made motion to adjourn, seconded by Catherine. All in favor
Meeting adjourned at 2:49pm

Respectfully submitted.

Theresa Hurley