

NOBLE Executive Board Meeting via zoom

September 8, 2021

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

1. Call to Order/Welcome

The Meeting was called to order by Amy Lannon at 2:04pm.

2. Approval of Minutes

No corrections.

Action: Linda made the motion to approve, Brian seconded. All in favor.

3. Approval of Proposed Revisions to the FY22 Budget with Revised Salary Schedule

Motion: To Approve Proposed Revisions to the FY22 Budget with Revised Salary Schedule

Discussion:

Remote Hosting: Ron stated that NOBLE is on the cusp of big changes within the span of this budget. The biggest change is a change to remote hosting which would cost approximately \$65,000 per year. With remote hosting NOBLE staff can focus on software and service issues, taking hardware maintenance and operating system upgrade duties out of the equation. Remote hosting also reduces utility costs and hardware investments.

Remote hosting does bring an ongoing cost and commitment to outside vendors, but puts NOBLE operations in a much better and sustainable position as local hardware expertise and time will no longer be needed.

Otherwise, NOBLE would be facing approximately \$100,000 to replace aging server and other equipment and costs on a periodic basis.

Amy asked if other consortia are doing this or if NOBLE is the leading edge. Ron stated that at least one half to two thirds of the consortia are already remotely hosting.

Other changes in the FY22 budget include funding for remote hosting of library websites and Digital Heritage site currently hosted by NOBLE. Eliminating website hosting for libraries will reduce revenue by \$9,000.

Ron is proposing to tap into the PPP funds originally set aside for potential state funding shortfalls. However MBLC funds were made whole, freeing up the PPP funds that will give NOBLE enough bridge funding for nearly 3 years of remote Evergreen hosting. NOBLE will likely need to find some additional funding to continue remote hosting starting in FY25.

Myron asked about restrictions on use of the PPP funds. Ron stated that it is a loan that is forgiven because NOBLE kept everyone on the payroll and it is money to use however we see fit, with no strings attached.

Move- Ron stated that although the physical move to a new office may not occur until after the end of the FY23 budget, our real estate agent advised NOBLE to start the process 9 months in advance of the lease ending which would be December 1, 2022 (FY23). The effect of the office move on the FY24 budget will depend on the market conditions and decision on needed space for staff and meetings.

Consulting- Ron has added funding to NOBLE's Consulting line item for FY22 to fund the migration of the bookkeeping system to QuickBooks from AccountEdge using Out of the Box Technology, an outside service.

Salaries- Ron stated that they try to keep their salaries competitive by increasing salaries to match the cost of living increases (Boston's CPI-U). NOBLE appropriates a 3% salary reserve each year that is voted on by the Executive Board as part of the budget process. Last summer the CPI-U increased 0.8% but no changes were

made to the salary schedule. This summer's CPI-U increase was 4.3%, exceeding the 3% reserve. Ron is proposing that the Executive Board approve the full 3% salary increase in reserve for FY22, which still leaves the salary schedule 2.1% lower than following the regular CPI-U plan. He further proposes making up the difference in FY23 with a built-in 2.1% increase to catch up to the CPI-U, plus approving the usual 3% reserve to react to the CPI-U change posted for next July's annual increase.

The recommended FY22 salary change would put NOBLE exactly in the middle of the seven independent Massachusetts consortia serving public libraries. Ron stated that all NOBLE staff are at the top step of their salary ranges due to years of service.

The net effect of the budget changes means an increase of assessments of 1.8% for each library for FY23.

Action: Brian made the motion, seconded by Catherine. All in favor

4. Vote to recommend FY23 NOBLE Budget to Members Meeting

Motion: To recommend the FY23 NOBLE Budget and 1.8% Assessment fee to Members Meeting

Discussion: The FY23 budget is presented at the September Members Meeting and then voted on in October. Catherine noted the last number on page 4 of the budget regarding "Total from Library Assessments" should be \$1,073,816.

Action: Catherine made the motion, Brian seconded. All in favor

5. Vote to Recommend Proposed FY23 Overdrive Budget and Assessment

Motion: To Recommend Proposed FY23 Overdrive Budget and Assessment

Discussion: Ron stated that NOBLE is recommending staying with the \$233,200 total consortium budget that has been the same since FY20. Adjustments to individual library assessments to meet this budget are made based on usage. Ron noted that libraries that increased their local Advantage collection spending saw the biggest decreases in their assessments.

Action: Catherine made the motion, seconded by Linda. All in favor.

6. Vote to Recommend FY23 PC Support Assessment Rate

Motion: To Recommend the FY23 PC Support Assessment Rate

Discussion: Ron recommends that the current rates be continued without increase.

Action: Allison made the motion, seconded by Theresa. All in favor

8. Reserve Balances

Current balances of our reserve accounts:

Capital, \$911,481

Contingency, \$750,000

MBLC Infrastructure, \$54,687

9. Reactivation of Billing for Long Overdue Items

Ron stated that he will send a message to Directors.

10. New Business

11. Adjournment

Meeting adjourned at 3:09pm
Brian made motion to adjourn.

Respectfully submitted.

Theresa Hurley