

NOBLE Executive Board Meeting via zoom

November 10, 2021

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

1. Call to Order/Welcome

The Meeting was called to order by Amy Lannon at 2:01pm

2. Approval of Minutes

Make correction from Dr. Mary Butler to Dr. Mari Butler.

Linda made the motion to accept with the change, seconded by Catherine

3. Treasurer's Report

Myron pointed out that looking at the wages line gives us an idea of where we are for the year. We are at 35% for the year and the total is 42% so we are close to where we would expect to be.

4. Executive Director's Report

Self-registration Ecard RFP

Ron stated that an RFP was sent out by Minuteman on behalf of all of the networks to Quipu and Patron Point requesting information and quotes on their online card registration and address verification services. Responses are due by November 30th with a contract awarded in February and project completion implemented by June 30th.

Security

NOBLE continues to look into cybersecurity issues. Martha, her colleague from CLAMS, and Paul Kissman from the MBLC had a productive meeting at the Mass. Cybercenter last week.

CW MARS commissioned a review and recommendation from Equinox to examine adding multi-factor authentication to Evergreen to improve system security. CW MARS is reaching out to the larger Evergreen community for input and support, and eventually funding contributions.

Remote hosting contract

NOBLE has worked out a tentative time frame for their move to remote hosting with MOBIUS. The timetable will be early April. NOBLE will upgrade to Release 3.7 on the current servers on the night of January 9th and will move to remote hosting from that software release. The release includes catalog improvements. Ron stated that more information will be forthcoming.

Ron stated that NOBLE will re-examine all the system customizations they have done over the past ten years to verify that they are still necessary and helpful by going back to stock Evergreen on one of their auxiliary servers and comparing that to a similar installation. Minimizing the number of customizations will help to simplify the transition to remote hosting.

NOBLE is also investigating and experimenting with remote hosting services for their website, Digital Heritage, Statistics Dashboard and test servers. Once a decision is made on their own website hosting, they will share this information with NOBLE libraries. Ron stated that NOBLE will support the libraries who are migrating their websites no matter which service they choose. Bluehost experimenting

Evergreen inventory Improvement

NOBLE has contracted with Jason Stephenson, ILS manager at CW MARS and evergreen committer, for programming improvements to the inventory functionality in Evergreen. Two problems being addressed are duplicate entries for an item in the inventory table and preventing the updating of inventory dates when the item is not at its home library, which now depends on the second library's setting. Coding is expected to take six to eight weeks.

The work is projected not to exceed \$7,500, and will be taken from the NOBLE's \$10,000 Evergreen Development budget line item.

Reinstated Long Overdue Billing

Last week NOBLE implemented the voted restoration of Standard Overdue and Billing procedures. Patrons with billed items will be blocked from placing holds, checking out and renewing items for recent circulations and the retro-restoration is also proceeding as described.

Ron stated that some libraries have reconsidered and eliminated fines recently. Currently only four NOBLE public libraries are charging fines for all items—Everett, Salem, Swampscott and Winthrop. Saugus is in the conversion process to fine free.

Telecommunications

Ron stated the NOBLE has ordered the Essex County Community Foundation grant equipment from New Era for Lynn, Peabody and Salem. There is not a firm installation date at this time. NOBLE has signed a two-year contract with Comcast that will improve library bandwidth once they upgrade the router and switches at the libraries. Lynn, Peabody and Salem will serve as a test of the new generation of equipment.

ECCF has requested that Ron participate in monthly calls to monitor the status of the grant project.

Investments

Ron has been in contact with three investment organizations, two investment firms that have been recommended to him by other nonprofits and the Essex County Community Foundation and is compiling information for a recommendation. Ron stated that having a more structured overseer would provide greater resilience for the organization and simplify the annual process of signatures for officer changes.

Meetings

Ron informed the Board that in the last month he had attended several meetings including the Mass. Library System annual meeting, the monthly MBLC meeting, the Evergreen Outreach Committee, the Sustainability Subcommittee, the Mass. Network Administrators and various NOBLE-hosted roundtables.

Questions: Amy asked if all switches need to be replaced at all libraries. Ron stated that there are four pieces to the puzzle; Comcast modem, router/firewall provide by NOBLE, big switches and small switches. Comcast needs to upgrade their box in some cases. NOBLE needs to upgrade the big router and firewall at all public libraries that are served.

5. Review and Vote to FY21 Financial Statements and Federal and State Filings

Motion: To accept the FY21 Financial Statements and Federal and State Filings

Discussion: Ron explained that the Association of International Certified Professional Accountants increased what they expect from the businesses being audited. In effect, they expect a qualified accountant on staff to prepare all the year-end documents and the auditor to just review them. Our auditing CPA Bob Guimond admits this is not practical for a small organization, and he does not have a problem himself with our practices, but is required by the AICPA to flag the issue that we don't have an accountant on staff, and have an accounting staff too small to provide complete separation of duties.

Myron stated he appreciated the explanation.

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

6. Vote to approve Representative to ECDI (Evergreen Community Development Initiative)

Motion: To approve Meaghan Kinton as the Representative to ECDI

Discussion: Due to size and contribution, NOBLE is entitled to four representatives to the ECDI. Continuing representatives are Lyena Chavez from Merrimack, Christine Morrissey from Melrose and Elizabeth Thomsen from NOBLE. With the recent retirement of Jeff Klapes, his slot needs to be filled. NOBLE has received two volunteers—Meaghan Kinton, Head of Circulation at Wakefield and Jim Riordan, Head of Reference at Danvers. Ron expressed that they both would be good choices and that it is a tough decision. Meaghan currently chairs the Resource Sharing group and is on the circulation side of the house. Amy made the motion to nominate Meaghan Kinton, Linda seconded. Catherine abstained because she works with Meaghan. Amy also noted that this is not a personal decision, but rather looking at it from a position of a balanced team and hope to have Jim step up again when an opening occurs.

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

7. Vote to approve Capital Transfer for Course Materials Improvements- \$12,000 to resolve 18 bugs in new Course Materials module

Motion: To approve the transfer of \$12,000 from the NOBLE capital account to fund bug fixes in the Evergreen Course Materials module.

Discussion: Ron explained that since implementing the new Evergreen Course Materials module in January, NOBLE has worked with their academic users and has identified some important bugs that make using the system more difficult. NOBLE has identified 21 issues, mostly bugs, some enhancements. NOBLE reached out to Catalyte and received an estimate for 18 of the 21 items that were identified.

Action: Catherine made the motion to approve, seconded by Allison.

Linda commented that she supports this and that a point of pride with NOBLE has been that we have a great partnership between both public and academic libraries. Myron and Brian thanked Linda for her comments.

8. Vote to approve Capital Transfer for MassLNC Dissolution--\$201.20 For NOBLE share of final legal invoices

Motion: To approve the transfer of \$201.20 from capital for NOBLE's share of legal fees to complete the dissolution of MassLNC.

Discussion: With the dissolution of MassLNC, NOBLE received \$29,959.56 from the remaining funds in October of 2019, which was put into capital. This was 40% of the remaining funds after \$10,000 was retained for accounting and legal services related to the dissolution. CW MARS received the remaining 60% in line with the prior funding formula. Additional costs were incurred which exceeded the \$10,000 original allowance. NOBLE's share is \$201.20.

Ron proposes that we take this cost from capital since it would be against the original returned funds.

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

9. New Business

Myron informed the Board that Gordon College was hit with a malware attack which he said confirms the decision to move to the cloud with Evergreen was the way to go.

10. Adjournment

Linda made the motion to adjourn at 3:03pm.