

NOBLE Executive Board Meeting via zoom

November 9, 2022

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

1. Call to Order/Welcome

The Meeting was called to order by Amy Lannon at 2:02pm.

2. Approval of Minutes from 10/12/22, 10/20/22, and 10/28/22

Linda made the motion to approve the minutes, seconded by Catherine. Myron abstained. All in favor.

3. Treasurer's Report

Myron reported that there was nothing out of the ordinary. He noted there will be some unusual things with the move, so it is not exactly standard operation.

Amy asked if the capital funds approved at the last meeting show up in the distributed budget report. Ron noted that the capital funds do not show in the operations budget report, and has a separate accounting.

Ron noted that the EBSCO bills came in during October and those bumped up the overall spending percentage, but that will level out.

4. Executive Director's Report

MBLC Funding

Ron reported that he had signed contracts for FY23 MBLC funds on October 31st and received the first half of the amounts on November 4th. The second half of the funding is expected in the spring. Ron noted that NOBLE received about \$34,000 for LEA for Overdrive. Ron noted that the increased usage and spending during the pandemic has led to increased hold lists and an increase in the number of titles expiring with holds. Upon Elizabeth's recommendation, NOBLE is proposing spending the just over \$17,000 from the first half of the LEA funding as follows: \$10,000 for renewals and holds, \$2,000 for history, \$2,000 for biographies, \$1,200 for romance, \$800 for holiday, and \$1,000 for youth award winners and honor books.

Cloud Migration

Ron reported that the migration of NOBLE's websites and staff information system to BlueHost has been completed. Ron noted that the electronic recycling company is scheduled to make a pick up on November 18th. NOBLE's servers will be recycled, with the exception of one small server that will be kept to operate in the office environment.

Value of NOBLE

Ron reported that he is working on updating the Value of NOBLE document, which should be completed next week.

MBLC Annual Report

Ron reported that next he will be working on NOBLE's annual report with the MBLC, similar to the report filed by public libraries. Information on usage, funding, expenses, and services is being collected. The report is due on December 15th.

LibLearnX

Elizabeth will be attending LibLearnX, the Library Learning Experience, the replacement for the former ALA Midwinter conference, in New Orleans in late January.

Marblehead Open House

Ron reported that he and Elizabeth will be attending the open house reception at Marblehead's temporary location later this afternoon.

5. Vote to Accept FY22 Financial Statements, IRS Form 990 and State Form PC

Motion: Move to accept the FY2022 Financial Statements, Federal Form 990 and State Form PC as presented.

Discussion:

Ron noted that he had sent out letters from Bob Guimond on October 24th, which is required for the accreditation process. Ron noted that finding faults is common because NOBLE does not have a complete accounting department. He noted that nothing is different and that he and Paula split the accounting tasks, which gets dinged as a fault each year. The accountant did not find any real faults with the system or numbers.

Myron reported that he saw Bob Guimond the last time he was at NOBLE and that everything is pretty good.

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

6. MassCat, MLS and Nahant PL Update

Ron reported that this is something that will need to be discussed in the coming months. The Mass Library System operates a small ILS system called MassCat for libraries as a stepping stone to get ready to join an automated network. Ten public libraries are participants in MassCat: Nahant and nine in the CW MARS service area. Nahant has investigated joining NOBLE in the past, but funding continues to be an issue.

MLS is encouraging the ten public libraries to join their local networks over the next 3-5 years. MLS will heavily subsidize network membership for these libraries for the first three years. The network the libraries join will also be eligible for Small Libraries in Networks (SLIN) funding from the Mass. Board of Library Commissioners of about \$2,500 per year.

Ron noted that Nahant currently pays \$1,400 for their ILS and databases.

NOBLE currently has two membership options for smaller libraries, and Nahant would fall into the Small Library membership category based on collection size and population with an annual charge of \$20,000, "plus the cost of any consortium-wide electronic products" with additional costs for branches. Ron noted that NOBLE will be working on developing additional membership options.

Linda asked about how Nahant's population compares to the smallest library in NOBLE. Ron reported that Nahant's population is 3,334 and that Lynnfield is probably the smallest, with a population in the teens.

Amy asked where the membership pricing is posted. Ron reported that the prices are in the policies section. Ron noted that Nahant has a little over 21,000 items in their collection, which puts them over a threshold for collection size.

Ron noted that NOBLE's membership formula has always been flat, and that the options have not been examined recently. Other networks have sliding scales and may be able to offer lower prices.

Linda noted that Nahant is an island right next to Lynn, so NOBLE would be the best option for them. Theresa reported that lots of Nahant patrons visit Lynn to use NOBLE's collections.

7. Move Update

Ron reported that NOBLE submitted a signed lease and a check for the first, last, and security deposit to the trustee/owner of our new landlord Gateway Realty Trust on Thursday, October 27th. The countersigned lease was returned to NOBLE on Friday, November 4th. Ron has notified Abiomed of NOBLE's plans to move.

Ron reported that Christine has been working with floor plan software to design changes to the new site, specifically to make a larger meeting room and the correct number of offices.

Gateway Realty Trust's contractors are working on dividing the space and making NOBLE's requested customizations. Ron noted that Martha and Michele met with a local cabling contractor recommended by Apogee on Friday, and that relatively little work will need to be done. Cabling will mostly be needed for the new meeting room which is being carved out of some existing spaces. The remaining areas have dual network connections and NOBLE will have separate networking for staff computers and VOIP telephones.

Ron reported that NOBLE has received quotes from three local movers. The mover will provide plastic crates for staff to pack their own items on carts to eliminate lifting. The cost should be about \$7,000, including removal of some unneeded furnishings.

Ron reported that NOBLE will cancel maintenance contracts for the UPS and generator. There does not seem to be a market for the generator, as the new landlord offered NOBLE a generator at the new site at no charge. Ron noted that he declined the offer to avoid the maintenance costs, overhead, and management.

Ron reported that he signed a contract with ProAV to move the meeting room A/V installations, at a cost of \$6,800. Ron also reached out to the alarm company that served the previous tenant to discuss options and to learn about the existing system.

NOBLE is expecting to be on track for an early December move. The next steps are to figure out the office assignments and the placement of the furniture.

Amy asked when NOBLE will be sending out address updates. Ron noted that once the move date is finalized, the information will be sent out. He noted that the mail carrier is excellent and still delivers mail addressed to 26 Cherry Hill Drive.

8. New Business

Amy noted that the November Members Meeting will be canceled because there are no action items.

Amy asked Linda how it was going in Melrose's temporary space. Linda reported that it is going great. She noted that the biggest challenge has been programming, and that the adult programs were taking place at the senior center next door. The church down the street is hosting children's programming and the first in-person Baby Steps was held and everyone showed up. Linda noted that Melrose is thankful for their community partners and that they were working with the YMCA to host their children's book group. Linda noted that the heat in the building was working.

9. Adjournment

Brian made the motion to adjourn at 2:39pm.