

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
MARCH 15, 2018**

PRESENT: Fifteen libraries were represented at the meeting, attendance sheet attached.

CALL TO ORDER: Linda Gardener called the meeting to order at 10:10. Introductions were done.

APPROVAL OF MINUTES: Amy Lannon made a motion to approve Minutes from the November 16, 2017 meeting; Kathryn Geoffrion-Scannell seconded the motion. Motion carried unanimously.

TREASURER'S REPORT: Myron Schirer-Suter presented the report as of February 28, 2018. Budget is on target.

MANAGERS' REPORT:

Ron Gagnon –

- Working on a list of the top 25 circulating titles in NOBLE over the past five years. *Girl on the Train* was number one with almost 12,300 uses, followed by *Gone Girl*.
- MBLC Funding –
 - Received the first 50% of FY 18 funding, \$63,375, balance expected in the spring. The Governor's proposed funding for FY19 for MBLC accounts averaged less than a 1% increase, including 9506 line item that funds the networks. Important to contact representatives to get better funding in House and Senate budget.
 - Participated in Library Legislative Day last week at the State House. There was a good turnout, hope that translates into a good MBLC budget.
 - Ron is on a small MBLC working group of network administrators looking at revisions to the formula by which the resource sharing portion of network funding is distributed. We are recommending a shift in the formula to reflect network operating costs rather than current metrics, which includes numbers of titles, items and ILLs. The titles and items have become increasingly difficult to implement with the large files of records for electronic resources being loaded, which in some networks may include unowned items from patron directed acquisitions programs and titles that are strictly limited to residents or users affiliated with the institution.
- Conferences –
 - Elizabeth participated in the ALA Midwinter Conference in Denver, where she moderated the Evergreen session, titled *Evergreen at the desk, on the road, and everywhere in between*.
 - Ron and Elizabeth are attending the Evergreen International Conference April 30-May 3 in St. Charles, Missouri. Elizabeth will be discussing the customizations we have made to our catalog at the *Evergreen Catalog Showcase* program.
- Donation Programs –
 - **Beverly Bank Your Community Rewards** – Beverly Bank, where we have our accounts, has started a new program called *Your Community Rewards Savings*. This is a new type of statement savings accounts for individuals where the account pays the depositor one percent interest, and allows them to select a local charity having accounts with Beverly Bank who agree to participate to receive a donation of .25% of their balance on December 31st. This is for new customers only. The bank's goal is to increase deposits and business. There are no requirements for the charity to participate. The current rate for statement savings accounts is 0.05% Executive Board has approved NOBLE's participation in the program, and we have been listed in at least one local newspaper ad, in addition to materials available in the bank offices.
 - **Amazon Smile** -- NOBLE received a \$54 donation from the AmazonSmile Foundation as a result of AmazonSmile program activity between October 1 and December 31, 2017.

Elizabeth Thomsen –

- Meetings:
 - Nov. 28: Social Media Roundtable
 - Dec. 7: EBSCO Roundtable as a follow up is checking the EBSCO links to make sure work in and out of the library, and is getting the correct links to the library. Plans to have an online discussion with the reference librarian to go over EBSCO options and customizations.
 - ALA Midwinter:
 - OverDrive – had a meeting, they gave statistics on trends and circulation.

- Novelist – had a meeting with Novelist staff on Select and diversity issues. Also looked at some issues that need to be addressed on how the site looks. NOBLE is a beta tester for new look features in our catalog. .
- NOBLE staff participated in Student Success Working Group meeting. This is an Evergreen group of libraries looking at academic issues. There will be an interest group meeting at the Evergreen Conference, which Elizabeth will be the facilitator.
 - Held Evergreen Catalog and List Maker sessions, more will be scheduled.
 - Novelist and Catalog sessions at libraries
 - Next priority, manual-based training for Cataloging and Circulation
- OverDrive Advantage Plus – this will allow individual libraries to purchase titles with their own funds and the copies will have holds priority for their library's patrons. Titles are added to the overall collection, and libraries will have their own Marketplace account and will be invoiced directly from OverDrive. Libraries fill out the form and have to buy three titles. After that there's no obligation to purchase.

Alex Lent asked about circulation stats. Elizabeth stated circ statistics is based on the patron's residency affiliation to the public library.
Curation does not work on the Libby app.

- Digital Heritage Site Updates –
 - Link to larger images
 - Link from NOBLE site to library site
 - More prominent feedback link
- NOBLE Web Site, showed new site –
 - Site was redone to promote NOBLE resources.
 - Theme is modern and sound; low maintenance
 - Promote NOBLE on Twitter.
 - Security and backups. For NOBLE-hosted web sites, using JetPack Premium starting July 1st. Site will be backed up every day on wordpress.com servers.

Martha Driscoll –

- Many libraries have received copyright infringement notices from Comcast; therefore several have started putting an Acceptable Use Policy on their UniFi wireless.
- Continue to update EZproxy configurations as database vendors move to SSL/https

PRESENTATION OF PROPOSED BYLAWS ADDITION TO SEC. 2.5:

Ron reported Executive Board approved a proposed bylaws amendment at their meeting last month. Amendments are presented at one meeting, voted on at the next meeting. One item not addressed is what to charge library for removing their data and information from NOBLE. The following language is proposed to be added as a second paragraph in Section 2.5:

Mandatory costs for data extraction and expunging will be borne by the departing library, at a cost of 20% of the final year's assessment, to be paid at least six months in advance of cessation of membership and prior to the provision of any data files. Data extraction will only be allowed for members in good standing.

APPROVAL OF POLICY REVISION TO PROVIDE FOR PROVISIONAL SERVICE OPTION WITH SELF- REGISTRATION:

Ron Gagnon –

- Resource Sharing Working Group recommended, and Executive Board approved, optional Self Registration, with a further option of a provisional patron record that allows for two weeks placing holds and use of electronic resources, including OverDrive. Passed around a handout.

Elizabeth Thomsen did presentation, highlights below -

- Self-Registration -
 - Doesn't actually register the patron. Patron fills out online form, and it goes in a pending patron file in Evergreen. The patron has to go to the library with an ID to complete the registration and receive card. A library can just implement online registration without provisional service. No real benefit to the library user.
- Proposed Plan to create Provisional Patrons –

- Gives patrons two weeks of provisional services to electronic resources and OverDrive, patron can place holds, but not check out items. Library staff would check pending patrons on a regular basis; create the patron record giving the patron a provisional patron permission group.
- The provisional services will expire in two weeks, and the patron has two weeks to come to the library with their ID and receive their card.
- Both services are optional. Self-registration is currently available and does not need policy approval. Provisional services are a proposed addition to the Borrower's Card Policy and requires approval, but is optional for libraries to participate in offering this service. Self-registration is required to offer the provisional services.

There was some discussion and concerns expressed by directors. Below is proposed additional language to the Borrowers' Card Policy:

Optional Provisional Card Services via Self-Registration

Libraries may offer self-registration for a provisional two-week library patron card registration. A visit to the library with proper identification is required to complete the full registration process. Library staff will verify identity, verify all the information entered online and complete the patron record before presenting the actual card and converting the user's record.

During the two-week period, the provisional user will be eligible to place holds and use all electronic resources available to users of the library of the community of residence. Provisional privileges will expire automatically at the end of the two week period if the record is not converted by a library visit to complete the registration process, though authorization to some electronic resources may persist indefinitely depending on the vendor's methods of authentication.

Kevin Sheehan made a motion to approve the optional provisional card services as presented, Amy Lannon second the motion. Vote passed by unanimous vote.

WELCOME MESSAGE FOR NEWLY REGISTERED BORROWERS:

Ron reported this was discussed at Executive Board. This is an option in Evergreen, when someone gets a new library card; a message will be sent welcoming them and giving them links to our services. It also serves to verify their email address. Holly asked if the message is customizable. Ron stated it is, but Resource Sharing Working Group concept presented to Executive Board was to roll it out uniformly first, and then discuss customization after.

INCLUSIVE LIBRARIES DISCUSSION GROUP:

Amy Lannon proposed beginning a discussion group of libraries to share and collaborate on ideas that meet the needs of a specific un/underserved audiences, as well as services and programs that enhance accessibility and inclusion of diverse audiences. This is open to all library staff that want to participate. The first meeting will be a brainstorming session. First proposed meeting is May 29th 2-4 pm, location to be determined.

NOMINATING COMMITTEE:

Linda Gardener reported a nominating committee will be formed for the positions of treasurer and clerk for Executive Board. Linda will be appointing the committee by the end of the month.

MOVE UPDATE:

Ron handed out the office design and showed overhead presentation.

Cost Savings-

- Reduced square footage and rate per square foot.
- No costs for renovations, move costs covered by landlord.
- Currently surrounded by Abiomed on either side, and want this space.
- Annual rent savings over \$13,000.
- Assures future space; extends lease in new space for 5+ years

Comparison_

- NOBLE moved here in May 1994
- Paid for renovations ourselves
- NOBLE move and renovation total in 1994: \$170,241 (\$286,022 in today's dollars)

Seeking Capital Improvements -

- From existing capital funds, Executive Board approval, no budget impact
 - New tables, meeting and training combined
 - HD projection with larger screen
 - Larger monitor for conference room
 - Computer room power system upgrade
 - New training PC's – portability
 - Miscellaneous furnishings

Timetable -

- Space vacated March 1st, demolition completed
- Construction has begun – 60-90 days
- Completed by June 1st
- Getting quotes for move and equipment
- Talking to vendors – Comcast, phone system provider, UPS provider

Minimize Downtime –

- Plan to have second server room operational prior to move
- New UPS
- Internet connection will be in place for cutover
- FTG will move networking equipment and Evergreen Servers at cutover
- New Alarm system, current one 24 years old

EVERGREEN UPDATE:

Ron – working with libraries to move to printing notices locally effective April 1st.

Elizabeth –

- Group Format and Editions is working well.
- Working with MassLNC on development projects.
- New release of List Maker coming out. Will be able to use copy location groups, beginning of Canned Reports, ability to upload a file of ISBN's

Martha –

- Payment Tool – shows fines and bills received at the library that breaks down by workstation. Built new tool that breaks it down by copy location. Alex Lent had asked for this. We will roll this out as soon as we have password authentication setup. Authentication will utilize a user's Evergreen login and password.
- A new feature on the Dashboard will show the number of individual patrons who login to the opac, verify access to databases via sip2, and login to OverDrive. This will be coming soon.

NEW BUSINESS:

None reported.

ADJOURNMENT:

The meeting adjourned at 12:00.

Respectfully Submitted,

Secretary Pro Tem

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AT NOBLE
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LIBRARY

Beverly
Bunker Hill CC
Danvers
Endicott College
Everett
Gloucester
Gordon College
Lynn
Lynnfield
Marblehead
Melrose
Merrimack College
Middlesex CC
Montserrat
Northern Essex CC
North Shore CC
Peabody
Phillips Andover
Reading
Revere
Salem
Salem State University
Saugus
Stoneham
Swampscott
Wakefield
Winthrop
MBLC
NOBLE, Inc.

Anna Langshull
C. J. Fur
Brian Courtwright
Deborah Kelsey
M. J. De-Lo
Holly Mercer
Paul Gardner
K. B. Wild
Laura Mandt
Dini Dwyer
Amy Spang
Karin Frecker
Ola Liberaalt
Catherine McNeill
Ronald A. Hagman
Paula Acquaviva
K. B.
Markus Dussell