

**NOBLE
MEMBERS OF THE CORPORATION MEETING
AT NOBLE
SEPTEMBER 23, 2010**

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

CALL TO ORDER: Martha Holden called the meeting to order at 10:00.

APPROVAL OF MINUTES: Doug Rendell made a motion to approve Minutes from June 10, 2010 meeting. Karen Pangallo seconded the motion, which passed by unanimous vote.

TREASURER'S REPORT: Doug Rendell reported on 6/30/10 fiscal year end report. Bob Guimond, our CPA, is working on the audit and any adjustments will be made in October. Ron added Bob completed his field work and will be sending drafts next week. Alyce Deveau made a motion to approve report. Nadine Mitchell seconded the motion, vote was unanimous.

MANAGERS' REPORT:

Ron Gagnon -

- NOBLE staff continues to work on Evergreen project. An Evergreen Introductory Session is scheduled for Tuesday, October 26th, at Gordon College Science Center Auditorium. Executive Board appropriated money to hire trainer Shae Tetterton from Equinox to do the session. No limit on the number of staff libraries want to send. Gordon College students will be video recording the session.
- MassLNC is moving forward. Request for Quotes were posted, it can be viewed on MassLNC web site, masslnc.cwmars.org. MVLC will be the first to go live in April 2011, NOBLE January 2012, C/W MARS scheduled for summer 2011. Looking to partner with other networks that are also moving to Evergreen to defray the software costs, communicating with Bibliomation in Connecticut and King County in Washington state.
- Change in April Members Meeting from April 14th to April 28th due to conflict with MLA.

Patti Rogers asked what does January 2012 represent. Ron explained that is when NOBLE will stop using Innovative system and come live on Evergreen.

Elizabeth Thomsen -

- Evergreen training for library staff will begin fall 2011 in preparation of the transition. Training for different areas of the system will be coming up. Discussions will be how the system works and how NOBLE wants the different areas to work. First session is November 4th on Statistics. NOBLE staff participated in several training sessions with the other networks.
- Carol Gray asked if tech services will be overburdened with the Evergreen system. Elizabeth explained their goal is to not let that happen, which is why NOBLE will be requesting enhancements. Carol wants to see the system more user-friendly for patrons, Elizabeth agreed.
- More training sessions will be announced shortly. Reminded directors that libraries are entitled to two half days of onsite training at their library with NOBLE staff.
- Reminded directors if hire new staff or staff in different position, they can come to our office for a *Welcome to NOBLE Session* to learn an overview of NOBLE and meet the staff.

Martha Driscoll -

- Working on building new Dell server for Evergreen test system, it's about same size as Innovative server. Right now Evergreen is running on a smaller desktop. New server will allow us to load entire database and patron database, as well as work on data migration and releases. Currently the new server is functioning as production web/email server. Over the summer decided to upgrade the operating system on the production web/email server, therefore loaded email and web sites to the new server, while rebuild old server. Once complete everything will be moved back to the old server and set up new server for Evergreen test system. This will be completed next several weeks.

FY2012 BUDGET PRESENTATION:

Ron did PowerPoint presentation. Budget was sent out to directors prior to meeting. Budget is presented at this meeting with vote at October 21st meeting. Executive Board approved FY 2012 budget and adjustments to FY 2011 at their meeting last Friday. Highlights below:

Level Assessment For FY 2012

- Reduce telecommunication costs – switching from private network to Internet
- Higher held over MBLC subsidy

Changes To Control Costs and Improve Service

- New system
- New telecommunications
- New office space

Chart with Transition Year for FY 2011, 2012, 2013

New Telecomm Network

- Spring 2011
- Relies on commercial Internet (Comcast) and academic Internet connectivity
- Discontinue expensive private network
- Grant for new equipment to provide security
- Questions:
 - Central Internet connection
 - E-rate reimbursement
 - Maintenance/monitoring costs
 - Vendor
 - Impact on MBLC subsidy

Innovative Maintenance

- Budgeted ¾ of fiscal year
- Expect to move early January 2012
- Contract requires 90-day notice
- Don't cancel maintenance until solid with Evergreen
- Moved two years of Sun/Oracle hardware maintenance into FY 2011 budget

New system

- Moving from Millennium to Evergreen put more costs and responsibilities in our control.
- System more flexible, more designed to fit our needs.

New Space

- Current lease is up May 31, 2011.
- Working with landlord, looking at other space in the park to lower square footage and future cost.
- Moving will cause some loss of productivity and require investment of staff time and NOBLE funds.

Capital Account

- Balance \$1.2 million, includes \$67,000 promised for contribution to MassLNC Evergreen grant project.
- Funds from Capital needed as bridge to new system
- No funds being added to capital in FY 11 and FY 12, even interest will go to support operating expenses
- Contingency fund \$675,000

Budget Plausible

- Bottom line clear, no assessment increase
- Exactly how divides less clear
- Executive Board can make adjustments that don't change bottom line

Tweaking Zone

- Cost of Evergreen maintenance
 - o Contract with Equinox, what level?
 - o New support staff?
 - o Role of MassLNC in ongoing support?
 - o Combination of above?
- Evergreen server
 - o Buy and own?
 - o Remote hosting
- Site costs
- Telecomm/Internet costs

Other FY 2012 Costs

- Not asking for more total OverDrive collection funds. NOBLE pays quarterly subscription fee, Members pay for titles.
- More usage factor in OverDrive distribution
- EBSCO three-year contract settled, 2% increase from \$4,121 to \$4,204
- PC Support still being reviewed, will make recommendation to Executive Board in October - one library dropped, many libraries getting new machines

Usage increases were up FY 2010.

FY 2013 Outlook

- Site costs resolved
- No Innovative costs
- Support and develop our Evergreen implementation
- Need new way to apportion costs, no longer simultaneous user licenses

UPDATES TO ASSOCIATE MEMBERS AND SCHOOL MEMBERS POLICY:

Ron explained Myron Schirer-Suter pointed out two of NOBLE Membership policies needed language updating. The following updates were approved by Executive Board.

- Associate Members Policy:

Line 4, Must be a member of NMRLS. Remove "NMRLS" and replace with "the appropriate statewide/regional library system."

- School System Members Policy:

Add the line, "All participating libraries must be a member of the appropriate statewide/regional library system".

Martha Holden asked for a motion to approve the updates to the policies above. Myron Schirer-Suter moved the motion, Nadine Mitchell seconded the motion. Motion passed by unanimous vote.

DISCUSSION OF ILL POLICIES:

Ron explained Mark Ferrante brought to his attention that libraries were being polled if they are paying for ILL charges and/or charging patrons. Ron handed out a spreadsheet with information from the Wellesley ILL center with what area libraries are doing. Discussion highlights below:

- Sharon Gilley stated she does not charge patrons and feels it's a basic service. Other directors agreed.
- Pat Cirone pointed out MLS Executive Board meeting is at Beverly this Monday if anyone wants to attend.
- Martha Holden suggested drafting a letter from NOBLE directors in support of not charging patrons and that MLS should allocate this in their budget. If MBLC states ILL is a basic service then MLS should be paying for it.

OTHER BUSINESS

- Martha Holden attended Board of Library Commissioners Legislative Agenda meeting in Worcester. Draft document MBLC will present as their legislative agenda this year was revealed, will be distributed at legislative breakfast and will be available to libraries. Support to networks and state aid to public libraries are priorities.
- Deb Abraham reported there were problems with the new Envisionware software release working with Windows 7.
- Pat Cirone reported they installed coin/bill acceptor box. There were issues, but is working now. She is pleased with how it is working, and it is not taking up staff time.

ADJOURNMENT: Brian Courtemanche made a motion to adjourn, Pat Cirone seconded the motion. Meeting adjourned at 12:00.

Respectfully submitted,

Brian Courtemanche
Secretary