# NOBLE Executive Board Meeting March 12, 2008 @ NOBLE

### Attendees:

NOBLE Executive Director Ron Gagnon, Linda Hummel-Shea, Martha Holden, Doug Rendell, Karen Pangallo, Lorraine Jackson, Barbara LaChance, Pat Cirone, Elisabeth Tully, Dennis Kelley

# I. Call to Order

The regular meeting of the NOBLE Executive Board was called to order at 2:07 on March 12, 2008 at NOBLE by President Linda Hummel-Shea.

# II. Approval of Minutes

A motion to approve Minutes of the Nov. 14, 2007 Executive Board meeting was forwarded by Dennis Kelley, seconded by Elisabeth Tully, and unanimously approved.

# III. Treasurer's Report

Doug Rendell distributed the Treasurer's Report as of February 29, 2008. Ron commented on the fact that the bill for the Danka copier was not reflected in this report but will be on the next report. Extra cost for MOTOR and Cover Images was noted; future addition of CD and DVD covers will be extra. PC upgrades expected to use all of its allocation. Ron explained over expended in Other Equipment to take care of Internet and network slowness. Motion to approve the Treasurer's Report was forwarded by Elisabeth Tully, seconded by Martha Holden, and unanimously approved.

# IV. Vote to Transfer CD Interest to Capital

The CD balance is \$601, 257.79 at 3% APY. Ron suggested transferring the \$28, 637. 28 in interest to the capital account. Motion to move the interest to the capital account was made by Dennis Kelley, seconded by Lorraine Jackson, and unanimously approved.

# V. Executive Director's Report

Following are items reported by Executive Director Ron Gagnon:

- Beth Willis joined NOBLE on January 14<sup>th</sup> as Catalog and Digital Librarian.
- NOBLE Digital Library is now being linked from the Digital Commonwealth. NOBLE is 2<sup>nd</sup> regional library to be up on Digital Commonwealth.
- NOBLE upgraded recommended PC and group purchase PCs to 3.0 dual core and 2 gb RAM. NOBLE is beta testing III Release 2007.
- Open Source is still being considered. NOBLE staff attended MassCat demonstration at NMRLS and will be facilitating open source discussion at the Network Administrators meeting. At MLA in May, Elizabeth will be the entertainment about open source software.
- Martha Driscoll moved all NOBLE web content to WordPress and to a new web server. This will improved the consistency of the look of the pages as well as improve indexing. The Staff Information System to move to WordPress soon.

- NOBLE is participating in the beta testing of upcoming Millenium Release 2007. This release has some catalog enhancements such as sending patron's new passwords and changes to printing functions.
- NOBLE staff will be attending PLA, Computers in Libraries, IUG, MLA (featuring ET), and ALA.
- New appointees to the Board of Library Commissioners are Carol Caro and Mary Rose Quinn. Lorraine voiced some concern about Mary Rose's appointment and her inability to vote on certain issues because she is a sitting director.
- Elizabeth and Ron attended the Lowell Legislative Breakfast on March 7<sup>th</sup> and will attend the Legislative Day in Boston on April 2.
- NOBLE will stay with same Tufts health insurance even though individual plans will increase 8% and family plans will increase 20%. 5 employees currently take health insurance, individual plans, and NOBLE pays 60% of monthly premium.
- NOBLE looked into Google Apps for email and calendar functions and decided to not go with it primarily because of issues of privacy.

# VI. Book Group Policy (Recommended by Resource Sharing Group)

The following change to the Book Group Policy was recommended by the Alyce Deveau and the Resource Sharing Working Group for Executive Board consideration:

#### Book Group Card Policy

Libraries seeking 25 or fewer copies of a title for a book group have the option of using a Book Group Card. Holds are placed for the Book Group Card rather than for individual patrons or using the Special Request procedure. The card or cards must have the ptype of Book Group.

In book group card loans, it is understood that:

- Copies may be displayed for pickup by patrons
- Copies may be held for pickup by patrons longer than normal
- Copies may be recirculated to additional patrons in the book group
- Copies may be away from the owning library for 4-6 weeks

Libraries who do not wish to supply items to Book Group Cards can choose to have their materials unavailable to these cards through a loan rule.

Libraries who request using a book group ptype must also supply but may decline individual requests.

Doug Rendell moved to adopt the Book Group Policy as described above; Dennis seconded the motion and it passed unanimously.

### VII. Discussion of Potential ITT Technical Institute Membership

Ron was contacted by John Cathcart of ITT Tech (Woburn) about NOBLE membership. Discussion centered on ITT Tech's need in writing for proving students' access to library sources for accreditation. Some concern was voiced for what ITT offers the NOBLE patron as the focus of NOBLE is on resource sharing. It was pointed out that ITT Tech students, as Massachusetts residents, are free to use NOBLE libraries. Concern was also voiced about the for—profit status of ITT Tech and the impact of that on the network. Executive Board agreed to have Ron inform ITT Tech that NOBLE is not interested in extending membership at this time.

### VIII. Database Purchase Update/Discussion: Overdrive, Language, NextReads

In a motion by Martha Holden, seconded by Barbara LaChance and approved unanimously, the Executive Board established a Downloadables Group Purchase Task Force to examine and make a recommendation on a group purchase of downloadable audio and language programs, ideally before the end of the fiscal year.

Pat Cirone, director of the Beverly Public Library, has been appointed as chair by President Linda Hummel-Shea.

Additional participants are needed to address content, technical and financial issues. Interested parties may contact Ron Gagnon.

### IX. Millenium Branch Software Discussion

III presented a quote for those libraries with branch libraries who wish to adopt additional software that will improve the ability to request materials within their own libraries for their patrons. There was discussion about the potential move to open source software and the fact that there wouldn't be a need ofr an additional piece of software for this one function. Libraries with branches agreed that the cost of the software was too high and the libraries decided not to implement this software.

### X. Telecom Upgrade Project

Ron updated the Board on the progress of the telecom project. Effective July 1, data lines and Internet will be moved from Verizon to Paetec. This should bring significant savings in the budget for the Internet--\$26,340 (actual) v. \$62,000 (budgeted)—as well as double capacity, and reduced bottlenecks. Atrion will oversee and handle the cutover at no charge. All locations will have a new line by July 1, 2008, with the work being done in the spring. Ron will share the schedules as they become available.

### XI. Adjournment

Motion to adjourn the meeting was forwarded by Dennis Kelley, seconded by Elisabeth Tully, and unanimously approved. Meeting was adjourned at 4:45.

### Minutes respectfully submitted by:

Karen Pangallo, Secretary