

# NOBLE Executive Board Meeting

June 11, 2008

@ NOBLE

**Attendees:** NOBLE Executive Director Ron Gagnon, Linda Hummel-Shea, Doug Rendell, Karen Pangallo, Lorraine Jackson, Barbara LaChance, Pat Cirone, Elisabeth Tully, Dennis Kelley, Elizabeth Thomsen, Martha Driscoll

## **I. Call to Order**

The regular meeting of the NOBLE Executive Board was called to order at 2:05 on June 11, 2008 at NOBLE by President Linda Hummel-Shea.

## **II. Approval of Minutes**

A motion to approve Minutes of the May 14, 2008 Executive Board meeting was forwarded by Pat Cirone, seconded by Lorraine Jackson, and unanimously approved.

## **III. Treasurer's Report**

Doug Rendell distributed the Treasurer's Report as of May 31, 2008.

It was noted that the cost of MOTOR cover images went up and had been under budgeted for. The question was raised regarding paying for travel to ALA; flights and registration already are paid. It was also noted that there is money in the conference line of the budget to cover hotel costs. Overall, there will be remaining money in the budget at the end of this fiscal year.

Motion to approve the Treasurer's Report was forwarded by Barbara LaChance, seconded by Linda Hummel-Shea, and unanimously approved.

## **IV. Executive Director's Report**

Following are items reported by Executive Director Ron Gagnon:

- The June 3<sup>rd</sup> Tech Expo was very successful and well attended this year. Ron thanked Martha Holden for use of the Wii and DDR, and Elizabeth Thomsen for providing the iPod video and Kindle.
- The maintenance contract with Atrion has been signed. This contract is reduced \$10,000 over last year's cost.
- The Telecom upgrade is still happening in libraries. Work at the NOBLE site will most likely happen in July. Then all libraries will be switched over, most likely in late July or early August. The UMass contract will be extended until August.
- Ron, Elizabeth and Marilyn Graves will be attending ALA in Anaheim, CA.
- Ron and Marilyn attended the NMRLS Delivery Committee meeting. Services have greatly improved. NMRLS will sign a new contract with Eastern Connection. They are looking to further improve the sorting process and may go by size of location rather than alphabetically. The committee is promoting putting barcodes on the

outside of items for a possible future move to automated sorting. Marilyn's video about delivery was a hit at the Tech Expo.

- MVLC will be down 6/25/08 through 6/27/08 as they move to a new location on Rt. 125 in Andover. The move should prove to be a better location, more accessible, and more spacious.

#### **IV. OVERDRIVE approval and contract (Pat Cirone, Ron Gagnon)**

Ron reported that only one library, Winthrop, is definitely not participating in the OverDrive program. Ron hasn't heard from Saugus as they are in the midst of their budget process. There was some discussion about the "all or nothing concept" regarding participation in these types of initiatives and future technologies. For libraries that choose to participate in OverDrive at a later date, there is an activation fee of \$500 added to the participant's cost by OverDrive. The loss of Winthrop's, and maybe Saugus', participation, will result in having approximately \$1000 less to spend in OverDrive products. Ron will continue to follow-up with Saugus.

The program will be promoted on the NOBLE website and all participating libraries are encouraged to add the link to their website.

Ron is still working on two fine points in the contract but as OverDrive has been very good to work with, he doesn't foresee any problems resolving these two issues. Once they are resolved, the participating libraries will be receiving their contracts.

Ron brought up the issue of selection of the collection and noted that Mary Ann Niles wants to make sure there is community college input. It was agreed that there should be an automated wishlist. Elizabeth Thomsen suggested that the collection have the top 500 titles as a base to start with and wanted to ensure that children's and YA titles are included. It was agreed that there needs to be a collection development policy and that timeliness in making selections is important. Elizabeth will bring issues of selection and policy to the Collection Management Working Group on June 12, 2008. Suggestions for selection ranged:

- ✓ form a selection committee
- ✓ decentralize the selection process
- ✓ have Elizabeth Thomsen on the committee because she is the best woman for the job!!
- ✓ use the Amazon wishlist
- ✓ have one person from each library be in charge of forwarding suggestions for selection
- ✓ look to other networks who are using OverDrive for selection practices
- ✓ use Create Lists of current usage of circulated recorded books from NOBLE libraries to assess future OverDrive purchases

Dennis requested OverDrive posters for promoting the service.

Elizabeth voiced a concern about the iPod issue and the ability to limit by format. Pat noted that now there are two collections, iPod and all other formats (MP3), and this will eventually become one collection.

Elizabeth noted that cataloging OverDrive records in the system is through OCLC and that costs for this need to be factored in. She is looking to streamline the cataloging process for the NOBLE staff.

Ron brought up that the NOBLE contribution is large (\$20,000) this year and will be evaluated each year. Linda clarified that the \$20,000 cost is for the lease of the platform and asked about the cost for individual libraries for the future. Ron noted that the specifics of the money for this year's payments will be dealt with at the September 2008 budget meeting.

#### **VI. Expansion of PC Support part-time position (Ron Gagnon)**

Ron proposed adding one day to the PC Support part-time position because of the amount of work that needs to be done. Ron would also like to look into the central management of PCs for better service and to save on road trips.

The PC Support program account has a surplus of \$50,000, which provides security against significant change in funding or staffing. Ron has requested up to \$10,000 of this surplus to add one day more per week of PC support. Ron also requested indexing the salary to make the pay rate fair and equitable with NOBLE staff.

Doug Rendell moved to authorize the expenditure of funds from the PC Support surplus to fund additional days of the PC Support part-time position beginning in FY09. The motion was seconded by Barbara LaChance and passed unanimously.

A second motion was moved by Lorraine Jackson to authorize the part-time PC Support position to receive the same cost-of-living pay-rate increase as awarded other NOBLE staff, beginning in FY09. The motion was seconded by Barbara LaChance and passed unanimously.

#### **VII. Consideration of Group Next Reads Service (Elizabeth Thomsen)**

Elizabeth Thomsen described EBSCO's Next Reads Service, an email newsletter with discussions of books on given topics. Wakefield purchased the service through a grant and is using it on their site to supplement their Readers Advisory efforts. The service that Wakefield uses can be customized, scoped to their collection, and includes archives of older newsletters. The newsletters themselves contain new and old titles. The benefits of Next Reads are that it requires no authentication, no cards, no equipment, and no downloads. It promotes the libraries simplest service using email, the simplest form of contact. Content may be added as well as survey questions which could be used to assess the service.

The issue of the "all or nothing concept" came up and this is a service where that needs to occur.

Elisabeth Tully asked how this product compares to EBSCO's NoveList Plus. Ron noted that NoveList is an add-on and is more expensive.

The price option (\$7500/yr) that NOBLE is considering will be for all NOBLE libraries and will be hosted on the NOBLE site. For an additional fee (\$400 and \$10/1000users), an individual library can make the service customized and scoped locally.

The question of how to pay for the Next Reads Service was asked by Linda. Ron noted that the NOBLE budget has a surplus that can fund the service for the next FY. Linda suggested a pilot program be tried to have time to assess the use of the service. Email accounts signup will be through NOBLE but this will not allow us to know which users are from which individual library. Ron noted that this has been carefully considered for a while and needs to be part of our core service. It was suggested that NOBLE pay for the service this year out of the surplus budget and that in the second year of service, NOBLE pay for half and the libraries pick up the cost divided amongst themselves.

Dennis Kelley moved that in July 2008, NOBLE will fund the Next Reads Service this year out of the surplus budget. Pat Cirone seconded the motion and it passed unanimously.

### **VIII. Library Management and Confidentiality Issue (Ron Gagnon)**

Ron noted that he needs more information from Rod Hoffman before discusses this item further. Lorraine Jackson moved to table the discussion until the next Executive Board meeting.

### **IX. Local Printing of Notices (Ron Gagnon, Linda Shea)**

Linda noted that the issue of individual libraries printing their own overdue, bills, and holds notices came up at NMRLS. As the notices are currently printed at NOBLE and delivered through NMRLS, there is a delay in getting notices to the patrons.

There is an effort to re-promote the practice of local printing of notices and Ron provided documentation on how it can be done. Libraries need to consider the toner and paper costs as well as they need to remember that the printing of notices must be done daily. NOBLE will set this up with the individual libraries.

### **X. Other Business**

Dennis inquired about using credit cards for payment of fines and replacements. Ron reminded the Board about e-commerce and will look into getting a new quote for further discussion. Lorraine inquired about automated phone notices and volunteered her library as testing place. Elisabeth Tully will be on sabbatical for the next year. Linda appointed Brian Courtemanche of Endicott College to the Executive Board.

The next Executive Board meeting on Wednesday August 6, 2008 at 2:00 pm at NOBLE.

### **XI. Adjournment**

Motion to adjourn the meeting was forwarded by Linda Hummel-Shea, seconded by Lorraine Jackson, and unanimously approved. Meeting was adjourned at 4:25 pm.

**Minutes respectfully submitted by:**

Karen Pangallo, Secretary