

NOBLE Executive Board Meeting

August 6, 2008

@ NOBLE

Attendees:

Linda Hummel-Shea, Doug Rendell, Karen Pangallo, Lorraine Jackson, Pat Cirone, Brian Courtemanche, Dennis Kelley, NOBLE Executive Director Ron Gagnon, Member Services Manager Elizabeth Thomsen, Systems Manager Martha Driscoll.

I. Call to Order

The regular meeting of the NOBLE Executive Board was called to order at 2:05 p.m. on August 6, 2008 at NOBLE by President Linda Hummel-Shea.

Linda announced that Barbara LaChance had resigned from Merrimack College, and the NOBLE Executive Board. Myron Schirer-Suter will join the Executive Board effective September 2008. Linda also welcomed new member Brian Courtemanche of Endicott College, replacing Elisabeth Tully of Phillips who will be on sabbatical.

II. Approval of Minutes

A motion to approve Minutes of the June 11, 2008 Executive Board meeting was forwarded by Dennis Kelley, seconded by Doug Rendell, and unanimously approved.

III. Treasurer's Report

There was no Treasurer's Report for this meeting. Ron noted that \$300,000 has been transferred from the money market account to the operating account to cover annual costs that come due at the beginning of the fiscal year. Paula is working on the NOBLE bills and libraries should be receiving them shortly.

IV. Executive Director's Report

Following are items reported by Executive Director Ron Gagnon:

NOBLE staff are concentrating on the telecommunications upgrade and implementing the OverDrive program.

The Network Survey and the Resource Sharing Reports have been submitted to the MBLC. The Telecomm Report is complete and will be submitted to the MBLC once the changeover is finished and working well.

E-rate requests for FY2009 were approved.

Circulation statistics were up 2% (with some variation allowed for circumstances impacting Salem State and Saugus) in FY2008, showing real growth. ILLs were up 4.4% for the same period. Some discussion involved changes, coming up next year, to the SirsiDynix software (telnet interface) that runs the statewide Virtual Catalog and its compatibility with III 2007.

In the state budget, the Library Telecommunications and Resource Sharing line was level funded. This brings into question the funding for EBSCO's Literary Reference Center. Ron will meet with Commissioners and Legislative Committee regarding this line item.

Elizabeth Thomsen, Marilyn Graves, and Ron Gagnon attended ALA in Anaheim, CA. Elizabeth attended OverDrive's Digipalooza in Cleveland in July. III Consortium meeting will be held in September, hosted by Minuteman Library Network, in Natick.

In an effort to meet more regularly, NOBLE staff meets with NMRLS staff on Monday August 11th to discuss WordPress.

Ron and Paula have begun prep work for the annual audit and government filings. This will be done by CPA Bob Guimond.

Paula is working on the NOBLE contracts and bills and libraries should be receiving them shortly.

Doug Rendell thanked Martha Driscoll for all of her work in putting together the ARIS statistics for the public libraries.

V. Telecommunications Project Update

Ron Gagnon updated the progress of the telecommunications project. Central site is completed and a schedule for work at each library, August 11th through 18th, has been disseminated. Six libraries will be done each day. One technician stays at NOBLE and 2 technicians will be out at the libraries. As of August 6th, Saugus was completed. NOBLE is following Minuteman in the changeover and Ron doesn't anticipate many problems. NOBLE is using fiber (rather than copper) at central site because the reach is longer.

VI. FY2009 Meeting Schedule Approval

Ron proposed scheduling fewer members meetings (6 meetings according to the NOBLE bylaws) and that the meetings' agendas contain action items to help guarantee attendance.

The meeting schedules are as follows:

Members Meetings

September 18 -- FY2010 budget presentation at NOBLE

October 16 -- FY2010 budget vote

November 20 -- FY2010 action plan vote

February 12 -- approval of LSTA grant submission (meet at NOBLE; snow date 2/26)

April 16

June 11 -- Annual Meeting, Election of officers

Executive Board Meetings

September 10

September 12 (if additional budget meeting needed)

October 8

November 12

December 10

January 14

February 4

March 11

April 8

May 13

June 3

Motion to approve the meeting schedule was forwarded by Brian Courtemanche, seconded by Pat Cirone, and unanimously approved.

VII. Authorization of FY2009 Working Groups

Ron proposed not renewing the Resource Sharing Working Group and to reinvestigate some of the standardization issues that appear in that group in a new System Review Working Group. This group would address these issues at the director level and allow for policy level changes. Ron and Elizabeth advocated for standardization in some areas (i.e. loan periods) and Lorraine Jackson asked that the group address other issues, as well, such as holds and pick list problems. Elizabeth labeled these problems into "circ fraud" and agreed that they need to be addressed at the director level. Also discussed was the need for a "wish list" for group trials of databases and cataloging needs. This list could be considered twice a year and priorities decided then. Ron noted that the Electronic Resources and Database Working Group will need to continue because of upcoming changes to the catalog and more electronic resources being added. The Collections Management Team is mandated by policy and will not change. Linda Hummel Shea will appoint people to the old and new working groups.

A motion to authorize continuing the Collection Management Team and the Electronic Resources and Database Working Group and to initiate the new System Review Working Group was forwarded by Doug Rendell. The motion was seconded by Dennis Kelley and approved unanimously.

VIII. E-mail Archiving and State Regulations

Ron reviewed issues surrounding Saugus emails as it relates to all publicly-funded institutions' emails. NOBLE attorneys advised on NOBLE's actions and outlined three possible scenarios. Emails are the responsibility of each individual library and not the responsibility of NOBLE. Martha Driscoll suggested that individuals keep

their emails in folders. Questions arose regarding the costs involved in backing up all files off site; Martha looked into this and found that the entire system could be backed up for approximately \$200/month. Questions arose regarding NOBLE's not keeping and backing up the current 5 days worth of email, as is currently done. After discussing, it was agreed that, as a private non-profit organization, NOBLE should not continue to retain the 5 days worth of emails for the libraries.

Linda Hummel-Shea forwarded the motion that NOBLE would no longer back-up e-mail files effective as of Wednesday August 6, 2008. The motion was seconded by Lorraine Jackson and unanimously approved.

IX. OVERDRIVE Update

Elizabeth Thomsen -- Elizabeth reported on her attendance at Digipalooza, the OverDrive conference in Cleveland. The content is all delivered centrally from the OverDrive servers and this gives us access to statistics such as which titles circulate and how often. Acquisitions tools are automated and that will allow NOBLE to set up automatic ordering of additional copies for holds. Elizabeth will be training on adding of content later in the week. OverDrive features music, video, and eBooks as well as audiobooks but for the first year NOBLE will be ordering audiobooks only. One concern that Elizabeth has is that we may have a very small collection to start with and so NOBLE will concentrate on adding the most popular titles in each area to start up and reserve some funds to cover bestsellers that come out during the year. Another area of OverDrive's strength is in marketing. They can provide stock photos and can work with library logos.

Ron Gagnon -- Ron explained that libraries can opt to purchase software to create a download station that will download content directly to the user's device. The cost is \$500. NOBLE has provided each library with one mp3 player (MuVO T200). NOBLE's discounted price is about \$40. They can be purchased from Amazon for about \$50.

X. Library Management and Confidentiality Issue

Postponed until a later meeting.

XI. Adjournment

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

Minutes respectfully submitted by:

Karen Pangallo