

NOBLE Executive Board Meeting

October 8, 2008

@ NOBLE

Attendees:

Linda Hummel-Shea, Doug Rendell, Karen Pangallo, Lorraine Jackson, Martha Holden, Brian Courtemanche, NOBLE Executive Director Ron Gagnon

I. Call to Order

The regular meeting of the NOBLE Executive Board was called to order at 2:15 p.m. on October 8, 2008 at NOBLE by President Linda Hummel-Shea.

II. Approval of Minutes

Lorraine Jackson called for the removal of the last line under the "Other" section of the minutes of September 10th, 2008. A motion to approve the amended Minutes of the September 10, 2008 Executive Board meeting was forwarded by Brian, seconded by Martha, and unanimously approved.

III. Treasurer's Report

Doug Rendell presented the Treasurer's Report. The question was raised about members paying NOBLE on time. Ron assured the Board that there is a follow-up process for late payers. Ron referred to numbers in the budget—utility bill, legal, and conferences—that will be adjusted in November. Lorraine moved to accept the budget and Dennis seconded the motion. It was unanimously approved.

IV. Contracts for MBLC Subsidies

Ron noted that a need arose where a second signature on checks was needed and either the President or the Treasurer were not available for a signature. Upon reviewing the bylaws, the Board agreed that the Vice President can be one of the signatures. Karen made the motion to authorize the Vice President to sign checks if the President or Treasurer is not available. Lorraine seconded the motion and it passed unanimously. The question was raised regarding signing checks electronically; Ron will ask the auditor about this.

V. Approval of FY2009 Audit

Linda reviewed the thorough FY09 audit, prepared by Bob Guimond. Dennis moved to accept the audit as presented; Brian seconded the motion and it was unanimously passed. Ron noted that the auditor expressed a concern that all of NOBLE's money is in one bank, Danversbank. It is fully insured with one exception, the sweep account which is in a government money market account. Doug, Ron and the bank have arranged a meeting on October 21, 2008 at 9 a.m., at NOBLE, to discuss options for this money.

VI. Executive Director's Report

- i. Telecomm Upgrade – Atrion is resolving slowness problems at Salem and Melrose with adding PacketShapers. PacketShapers are more efficient and cost efficient than adding lines and bandwidth. NOBLE plans

to add additional PacketShapers in their next MBLC grant application. NOBLE will contact NSCC Lynn about questions regarding slowness. Dennis inquired about Melrose's T1 line and Ron informed the Board that it is a full T1 line. Dennis noted that downloading OverDrive was extremely slow; Linda also noted slowness with OverDrive although not related to NOBLE.

- ii. OverDrive – Work on training, publicity and acquisition of more titles continues. Webinars for training are happening in October. Rollout should be later in October. Question came up about who is acquiring download station; depends on money.
- iii. NextReads – Publicity is ongoing with press release and NOBLE bookmarks customized from an EBSCO template. Peabody & Danvers have had excellent PR for their NextReads. NextReads is featured on NOBLE web page.
- iv. WordPress – SIS moved to WordPress and work on the page continues, primarily in cleaning up the dead links. Brian noted point-to-point problems. Lorraine wants the Purchase Alerts to return. Overall look is better.
- v. Innovative Consortium Partners Meeting – Because of close proximity (Natick) 6 NOBLE staff member could attend this meeting on September 22 and 23, 2008 which was attended by 21 other consortia. Linda asked if there were any conversations regarding consortia leaving III. Except for Grand Rapids, Ron noted talks were more about open source products.
- vi. Working Groups – Linda continues to appoint and fill Working Groups. Some delays due to telecomm upgrade, NextReads, and OverDrive projects. Linda Walsh chairing collection committee; Jeff Klapes chairing electronic resources and database working group.
- vii. Delivery – Ron and Marilyn Graves attended NMRLS Delivery Committee meeting on October 1, 2008. NMRLS signed multi-year agreement with Eastern Connection, providing for 2 day turn-around with 80% of materials delivered on the 1st day. Improvement made due to a shift in hours and larger size trucks. Diane Smith of BHCC joined subcommittee formed to optimize efficiency at the library level.
- viii. New England Library Association Conference – Elizabeth speaking on October 20 regarding Library 2.0. Ron will attend on Oct. 19.
- ix. MBLC Subsidies – NOBLE's total is down from last year but up from Ron's estimates in the FY10 budget. Telecomm—from MBLC \$100,193; budget \$95,000; last year \$127,965. Resource sharing—MBLC \$84,520; budget \$80,000; last year \$86,673. If the governor's 9C cuts happen, NOBLE may not receive all of the funds. The governor asked MBLC to identify potential \$55,000 cuts to current budget. Funds should come in 3 lots—the first as soon as contracts are complete, then February, and then May.

VII. Approval of Pricing for Non-Budget NOBLE Services

- i. PC Support – Pricing remains the same as FY09--\$275/base, \$100/PC, \$200/server. Anti-virus changing to Endpoint with no change in cost.
- ii. OverDrive – Same formula, with updated stats, that was used in May. Usage stats will be most fair way to assess future costs. All libraries participating in FY09.

- iii. Wireless Security (Bluesocket maintenance) - \$1100, same as last year.
- iv. EBSCO – Base service for 3 year contract (FY10) per contract with 5% increase is \$4,242 for FY10.
- v. Web Site Hosting – for individual libraries there is no change. \$10/month per 500mb with \$375 initial set-up and \$50/hour for significant editing.

Linda moved to approve FY2010 pricing for non-budget services. Doug seconded the motion and it was approved unanimously.

VIII. Adjournment

Motion to adjourn the meeting was forwarded by Martha, seconded by Dennis, and unanimously approved. Meeting was adjourned at 3:30 pm.

Minutes respectfully submitted by:

Karen Pangallo