

Minutes, NOBLE Executive Board July, 2010

The NOBLE Executive Board met on Wednesday, July 28th, at 2 pm at NOBLE.

Present: Ron Gagnon, Martha Holden, Brian Courtemanche, Doug Rendell, Lorraine Jackson, Myron Schirer-Suter, Dennis Kelley, Linda Hummel-Shea

Call to Order/Welcome – Martha Holden

Approval of Minutes – minutes of May 12th meeting unanimously approved.

Treasurer's Report – Doug Rendell

Ron affirms that remainder of this year's budget is rolled over into the following year's budget (FY10 surplus subsidizes FY12 budget).

Treasurer's Report unanimously approved.

Ron: Interest from accounts has traditionally gone into capital account. Ron asked for a motion that this year's interest from accounts is instead transferred into the operating budget, as planned in the budget approved last year. The capital budget is sizable and may work against NOBLE in terms of acquiring possible grant funding. This action unanimously approved.

Executive Director's Report -- Ron Gagnon

NOBLE's grant application for \$40,958 to revamp the telecommunications system was approved by the Massachusetts Board of Library Commissioners at the MBLC meeting earlier in July 2010. The objective is to move library-to-NOBLE connections away from the costly private data line network to using robust cable Internet connections and save \$30,000 annually. To do this while preserving the privacy of patron data, NOBLE needs to replace the routers in NOBLE's public libraries and the central firewall, adding encryption clients to the staff workstations in NOBLE's academic libraries.

NOBLE plans to make these changes during spring 2011, shortly before NOBLE's current Paetec contract runs out. Ron did a presentation on the project at the Tech Expo, and NOBLE will be getting out more information in approximately six months when the project gears up.

Central site Internet access is still a question. After prodding the salesperson that visited NOBLE headquarters, and after Ron escalated the issue through Danvers' assistant town manager and Comcast's municipal liaison, Comcast basically said that it was not worth their while to bring in the service from the pole to the building. Ron re-escalated the issue through the Comcast municipal liaison early in July 2010, cc'ing the assistant town manager. No word back yet.

Interns – Ron is following up on trying to secure an intern to help NOBLE with its IT needs. The internship was posted last winter at Endicott College, but did not generate any intern applications. Ron is casting a wider net this summer with NOBLE's colleges in the immediate area: North Shore, Salem State and Gordon. Each school has a different internship approach: Endicott's is full-time, North Shore's is part-time. Ron met with Gay Roland, the long-time North Shore Coop coordinator and she sounded very promising, that they have been looking for IT slots. NOBLE is looking for free

labor, though Gay encourages some small stipend to cover mileage, etc., but that is optional to the organization; it is a reasonable idea wherever and whenever NOBLE gets a good intern.

Server and WordPress – Martha Driscoll is in the process of a large server migration project covering e-mail, websites, WordPress, NOBLE Digital Library, etc. Using the new Evergreen test/training server temporarily as a home while the operating system and other parts of the usual server are updated. Updates are needed for the newest versions and features in software, including WordPress 3.0. the services have been ported to the new server and when Martha Driscoll returns from vacation she will rebuild and return the programs to their original server at night to prevent interruption.

NOBLE Digital Heritage – On July 1st, 2010 NOBLE launched the new NOBLE Digital Heritage site. NOBLE moved the old NOBLE Digital Library from dSpace to Omeka, also open source, which is much more flexible and graphical, easier to work with and easier to look at and navigate. NOBLE ported collections to the new site and shutting down the old site. The Statewide Digital Commonwealth site, which indexes local sites, is having problems (such as “who is in charge?”) and has not fully indexed the new site yet. The project was spearheaded by Catalog and Digital Librarian Beth Willis with support from Christine Morgan and Elizabeth Thomsen.

NOBLE renamed the project “Digital Heritage” to differentiate the product, since many things NOBLE produces qualify as a “digital library” and to focus on the history of NOBLE’s members. It is a core service available to all members at no additional charge. Images, sound files and text are available so far. Libraries are responsible for digitization of source materials.

The old dSpace server will continue, better suited as an institutional repository, for which it was designed, available to academic members.

Value of NOBLE – Ron has updated the value of NOBLE statement, has sent out a link to directors and posted on the Staff Information System. This year the Dell group purchase was added, which saved the thirteen participating libraries an average of \$3,768 each over the state contract pricing. Also added was OverDrive. The end result is a 94% saving from being a member of NOBLE vs. sourcing the services independently.

New Innovative Release – NOBLE loaded Innovative Release 2007 in late June 2010. While NOBLE had not planned to move further with Innovative releases, support for Release 2006 would have ended prior to NOBLE’s conversion to Evergreen. There is always some troubleshooting needed when going to a new release, some new bugs, working with members on those bugs. Unfortunately, the fixes are usually in the next Innovative release, which NOBLE does not plan to implement.

ALA – Elizabeth and Ron attended the ALA Annual Conference in Washington DC in late June 2010. Ron sent out a report earlier this month on the conference trends.

Legislative Issues – Ron attended the Legislative Committee meeting last Friday. The Boston branches and state funding issue still carries on, even though the rest of the budget is settled. Basically since Boston can’t get state funding unless the branches are open all year, they can’t get funding until the night of June 30th, at which time it is too late to spend at least one section of it, perhaps LLR. Boston has committed to keeping the four branches in question open until April. The Governor is formulating a supplemental budget which would provide language that funding could be provided to the BPL on a monthly or quarterly basis as the branches remain open. Apparently the

Boston legislators are strongly against this. So, it is really an internal Boston issue that is getting worse before it is getting better.

Hosting MLS website – NOBLE is hosting the Massachusetts Library System's website and e-mail for the first year. NOBLE has also been paid to continue the NMRLS website, which NOBLE also hosts, until the spring (April 2011).

ILL Services – ILL contract work wrapped up mostly before the end of the year, with some returns trickling in and some overdue to tend to. Beth Willis has been handling this work. We did receive reimbursement for postage through the end of the fiscal year from MLS. ILL librarian Marilyn Graves was completely off the payroll before the end of the fiscal year.

Vacation – Ron will be on vacation August 9-11, 24-25 and the week of August 30th. Elizabeth will be on vacation the last two weeks of August. George Lally will be on vacation the last week of August.

Executive Director's Report unanimously approved.

FY2011 Schedule for Executive and Members Meetings – Ron Gagnon

All Executive Board meetings are at 2 p.m. unless otherwise noted.

All Members Meetings are at 10 a.m. unless otherwise noted.

September:

Executive: 17th

Members: 23rd

October:

Executive: 13th

Members: 21st

November:

Executive: 10th

Members: 18th

December:

Executive: 8th

January:

Executive: 12th

February:

Executive: 9th

Members: 17th

March:

Executive: 9th

April:

Executive: 6th

Members: 14th (Both early to avoid school vacation week)

May:

Executive: 11th

June:

Executive: 8th

Annual Mtg.: 16th

Authorization of Working Groups for FY11 – Ron Gagnon

Looking at the evolution of the Evergreen system, propose that instead of a System Review Working Group, instead put that energy towards having a monthly, regular Evergreen meeting with a pre-announced topic. Meetings would run October through May.

Two Evergreen meetings have already been held in July 2010 – one looked at codes, the other looked at the staff client. Both drew approximately 30 attendees and generated questions and discussion. Upcoming August sessions are also booking up with attendees.

Continue with ERDWG working group; Collection Management working group will likely meet quarterly.

Lorraine communicated that her staff felt underserved by the July Evergreen meetings – that they did not learn much in the July meetings about Evergreen. If NOBLE does go forward with a new working group meeting model, Lorraine urges that meeting content and format be carefully considered prior to the meetings being scheduled/announced, so as to maximize information delivery to busy, time-strapped NOBLE library staff attendees.

Linda commented that since we are in a transition time, there are a lot of unanswered questions so the meetings reflect that circumstance. Lorraine said that it is OK to not have meetings in such instances. Ron communicated that the meetings were not mandatory, and expressed regret that some attendees felt their time was not utilized to the best degree. Ron will meet with Martha and Elizabeth to plan content for the proposed upcoming meetings. Martha Holden said that the next 12 months – learning about the Evergreen system – will be critical. Dennis Kelley communicated that it is always difficult to free up staff, so perhaps go to every other month for Evergreen meetings, if information in any given month is sparse. Ron took member comments under advisement.

Martha advocated that after each Evergreen meeting, there be a published archive of the proceedings, for the benefit of those who cannot attend in real-time.

Martha asked for motions to re-authorize ERDWG and Collection Development working groups. These working groups were unanimously approved for re-authorization.

Update on Evergreen Project – Ron Gagnon

Great deal of online and in-person training for NOBLE staff in the upcoming six weeks. Cost for training will be 50% paid by grant funding, the other 50% cost split by the three participating networks. Cost to NOBLE for this training should be \$3,400. Training will include systems setup, system hierarchy, functional “train the trainer” matters. NOBLE staff has signed up for three online sessions

of Evergreen training hosted by Lyrasis, to take place in August. After this six weeks, the up side of all this intense training should mean that NOBLE is a lot more knowledgeable concerning Evergreen operations; the potential down side will be that NOBLE staff typically readily available throughout August will be engaged in training. Telephone lines will be covered and emergencies addressed regardless.

Linda wondered if NOBLE is still deciding on the formatting of the catalog interface. Is the example we've seen exactly what we will have, or will we have modifications? Ron said that modifications would be possible. Linda is concerned about the current appearance of the catalog, as the interface looks very "public library" and does not address the needs of the academic libraries; modifications will be necessary. Ron affirmed that the needs of both the academic and public libraries in NOBLE will be addressed as we implement the Evergreen system.

Ron reports that MVLC goes online with Evergreen in April 2011, so all things Evergreen are ramping up on many levels. NOBLE is prioritizing issues it encounters with the Evergreen project and cooperating with the other two networks as issues are worked through. King County is rolling out Evergreen in September, so NOBLE is watching that development closely. Dennis asked if King County is communicating confidence as their Evergreen transition is imminent; Ron responded that all indications are that King County is confident regarding the transition.

Lease Update – Ron Gagnon

NOBLE's building lease is up in May, 2011. There is an option to renew for another five years. Ron has met with the landlord's representatives, who would be glad to have NOBLE to continue/renew its lease. Ron is currently working with the landlord's representatives to determine a firm square footage cost so that decisions can be made with NOBLE's budget in mind.

New Member Update – Ron Gagnon

Interest from two MVLC members:

Manchester By The Sea: interest in joining NOBLE due to the town's geographical location and its proximity to present NOBLE member libraries in neighboring communities. NOBLE Executive Board is open to this possibility, should it go further.

North Andover: looking to form an alignment with Merrimack College and Phillips Academy. However, the Andover area is MVLC territory, and it is likely that North Andover's patrons would miss the MVLC connection. Ron has not discussed this matter with Merrimack or Phillips Academy. NOBLE Executive Board feels that, as a regional organization, we do not see the benefit of adding North Andover as a member library.

FY2012 Budget and FY2011 Adjustments Preview – Ron Gagnon

FY2012 is a unique transition year. There is a projected level assessment due to reduced telecomm cost and held-over higher MBLC telecomm subsidy from the current year. What is currently presented is a preliminary, plausible budget - based on somewhat limited current knowledge – which will likely require adjusting within the bottom line.

There are many questions:

Cost of Evergreen maintenance

- New staffing
- Role of MassLNC

Cost of Innovative maintenance during time of transition.

New telecomm network (central Internet cost – traditional vs. cable – currently budgeted as traditional).

- E-rate reimbursement eligibility on cable
- Maintenance/monitoring costs – same or different vendor.

FY2013:

Much lower MBLC telecomm reimbursement

End of Innovative costs

Need to support and develop NOBLE's Evergreen implementation

Will need a new way to apportion costs, no longer simultaneous users

Based on preliminary analysis, NOBLE can keep assessments level for another year, if that is Executive Board's inclination. However, no action is required at this time. We will meet in September to discuss the budget.

Interns – perhaps NOBLE would offer a paid internship, to add incentive? This is currently under consideration.

Adjournment

Respectfully submitted,

Brian Courtemanche
Secretary