

Executive Board Meeting - November 10th, 2010

Present: Myron Shirer-Suter; Doug Rendell; Lorraine Jackson; Brian Courtemanche; Ron Gagnon; Pat Cirone; Linda Hummel-Shea; Karen Pangallo

Call to Order – Pat Cirone standing in for Martha Holden

Meeting was called to order at 2:12 p.m.

Approval of Minutes – Pat Cirone

Minutes of the Oct. 12th, 2010 Executive Board meeting were reviewed.

Motion to approve: Lorraine

Seconded: Linda

All approved.

Treasurer's Report – Doug Rendell

Doug distributed the FY2011 Budget Expenditure Report as of Oct. 31st, 2010 to members around the table.

Doug says that two line items in the NOBLE budget were adjusted by Bob Guimond and that everything is OK. Doug and Ron emphasized two important items of note:

1. Wakefield purchased \$19,000 worth of PCs in July from NOBLE, but NOBLE has not yet received payment for the computers. NOBLE is actively working with the City of Wakefield about this matter.
2. Bunker Hill Community College has not yet signed their NOBLE contract for FY2011-2012 and no funds have yet been received from BHCC. NOBLE is working with BHCC to resolve this matter.

Lorraine Jackson: suggests, for membership purposes, a three-year membership bid with two renewals.

Motion to Approve: Karen

Seconded: Lorraine

All approved.

Executive Director's Report – Ron Gagnon (see Handout B, C, D)

Introduction to Evergreen Meeting Successful – the presentation by Shae Tetterton was well received at the NOBLE/Evergreen Oct. 26th presentation at Gordon College. Many librarians felt reassured from the session. Our afternoon of consulting was also very helpful and focused on Holds and resource-sharing issues. Special thanks to Gordon library director Myron Shirer-Suter and the Gordon College community for hosting the event and making everyone feel welcomed.

Lease Update – On Oct. 25th, as NOBLE staff was in the process of working through size, space, and layout issues focused on the 5 Cherry Hill office space, NOBLE staff learned that the current office space

would remain available after all. The other party interested in NOBLE's current office space and the adjoining space lost interest, and a new prospective tenant is not interested in NOBLE's current space, only the space next-door.

Ron looked at the rates offered by the landlord last August on NOBLE's current office space and considered the build-out allowances being proposed at alternate spaces. Based on this information, Ron made a counter-proposal on the current space to the landlord, a rate that is approximately midway between NOBLE's current rental rate and the proposed rate. Ron documented how this was actually a win for the landlord as there were no build-out costs. After a week or so, the landlord's agent came back with a variant, slightly higher rate than Ron had proposed, but with three month's free rent.

Ron feels the current deal is clearly better than the deal that was originally offered to NOBLE last August, both in initial rate and annual increase rate. Tallying up some of the costs involved – moving, loss of productivity, and higher Internet costs – a move would cost NOBLE over \$100,000 at a time when NOBLE's agenda is already full with other priority tasks. The first year increase is \$9,250.

Ron conferred with Executive Board President Martha Holden, and the two agreed that NOBLE should accept the current deal being offered by the landlord. The offer is within what NOBLE has budgeted, and a lease is currently being drawn up. Ron thinks that NOBLE should use the three month's free rent allowance to freshen up interior features and make technological improvements.

Legislative Committee – On Friday, Nov. 5th Ron attended the Legislative Committee meeting at the Worcester Public Library. Saugus state representative Mark Falzone – founder and head of the Library Legislative Caucus – was defeated by Saugus selectman and Kowloon's Restaurant owner Donald Wong. The Library Legislative Caucus needs a new shepherd and Mark Falzone will be contacted for his insight.

It was considered good news that Deval Patrick was re-elected as Governor of Massachusetts. Despite last year's cuts, Patrick's staff understands the history and issues. The MBLC is expecting to learn their funding request limit for the FY12 Governor's budget shortly.

Thousands of copies of the Legislative Agenda have been sent out, to everyone but legislators, awaiting the election results before distributing those copies. A local insert concept has been included this year with a downloadable template.

The date for the MLA annual conference has moved to the last week of April 2011. The location of the conference has also moved from Cambridge to Danvers. The Cambridge Hyatt hotel is one of Hyatt's locations involved in a labor dispute due to the firing of housekeeping staff last year; MLA learned of the hotel's troubles once the conference location was announced, necessitating a change of location. MLA was able to change the 2011 conference location, but is still planning/required to have the 2013 conference at the Cambridge Hyatt. On a related matter, NOBLE has been contacted by the MLA Technical Services Section; Beth Willis may be presenting on Omeka, the open-source software that NOBLE has been using since last summer to host the NOBLE Digital Heritage Site.

There has been some difficulty confirming the next Legislative Day at the State House, as March 9th was already booked and the next available date, March 28th, was felt to be too late in the process.

Coming in April: "Snapshot Day," a day in the life of Massachusetts libraries. Elizabeth Thomsen will bring her digital photo and Flickr expertise to the committee.

The Legislative Breakfast, another agenda item – please see this item further down in the minutes.

Telecomm Project – NOBLE has issued an RFP for upgrading its telecommunications system to accommodate the use of commercial and institutional Internet access rather than dedicated private lines. NOBLE is seeking three quotes:

Atrion

FTG (managed SAILS conversion to Internet lines)

CBE Technologies (a state-award vendor familiar with e-rate issues)

Proposals are due back to NOBLE by Wednesday, Nov. 17th.

E-Rate Approved - Last week, NOBLE received notice that its data line e-rate application was approved as submitted, for \$77,524. Since we are already a third of the way through the fiscal year, our approval was late this year. All of the other networks' approvals seemed to come a bit later this year as well. NOBLE is still waiting on approval of its voice line application, which is approximately \$1,400.

Evergreen Update – MassLNC still working through and adding needed functionality. Most recently, responses to our cataloging workflow RFP were received. Also striving to get Evergreen to interface with the Virtual Catalog (another RFQ has just been added for that project). Bigger issues are now beginning to be considered, such as cooperative, ongoing support and a plan for other networks to follow us. Rob Maier reports that vendors are still avidly tracking the project.

Collection Management Team – The Collection Management Team had its first meeting of the season last week and are making recommendations. *Ron distributed the minutes of the Nov. 4th meeting of the Collection Management Working Group.*

Ron's summary of that meeting is that the Collection Management Working Group is advocating that monthly collection assessment reports be put on hold until NOBLE migrates to Evergreen. Instead of the monthly collection assessment reports, attention should be given to projects related to data migration: some collection areas are not part of the conspectus, as noted; focus should be given to potential problem areas such as outdated health and science books; look at "shelf sitters" to aid in weeding.

Ron also added that the Collection Management Working Group will meet quarterly, while the Electronic Resources and Database Working Group (ERDWG) will meet monthly.

Looking at Data – As NOBLE prepares for migration to Evergreen, and as an aid to customer service, NOBLE is looking at data with libraries. NOBLE hosted a well-attended data session for libraries last week, focusing on data in the old system and the new system. There is still a need to provide data based on the current system, and to ensure that statistics are comparable on the old and new systems.

In data migration, the most difficult to convert will be old charges – fines and lost items. It is very difficult to make the new system understand what caused the charge on the old system. Most of the old data no longer exists, making it difficult to transfer a data trail. Much of the initial circulation desk delays at King County library system were due to the staff having to check the old system for details on charges transferred to the new system without much substantiation. NOBLE needs to minimize this kind of situation in our own conversion.

Ron distributed a handout to all present: "Owning Accounts Not Used Since 12/31/2006".

Pat asked if other Evergreen users have migrated over their fines.

Ron responded that it depends on the libraries' old systems. It is a possibility that NOBLE may seek code written to migrate old fines.

Ron asked Martha Driscoll and Elizabeth Thomsen to explain the fine migration issues and discuss with Executive Board.

FY2012 Action Plan Review and Approval – Ron Gagnon

Ron distributed copies of the Annual Action Plan, FY2012. It was reviewed by Executive Board.

Motion to approve: Pat

Second: Myron

All approved.

Timetable for Strategic Plan Revision – Ron Gagnon

Ron distributed copies of the Annual Action Plan FY2010 Report and the Proposed NOBLE Strategic Plan Timeline to members of Executive Board.

Ron recommends a delay in performing a strategic plan: work on the plan spring/summer 2013, turn in on Oct 1st, 2013 (gets us beyond the Evergreen transition).

Motion to approve the delay: Doug makes motion for NOBLE to submit revised strategic plan in October 2013.

Second: Lorraine

All approved.

Legislative Breakfast Sponsorship – Ron Gagnon

Regions used to sponsor the Legislative Breakfast; now however with the regions disbanded, there is a void. The networks must step in. Doug has volunteered his Library/Danvers Library to host this event this year, but he will need a committee to help him. Regions would invite many libraries; but now the networks will invite only their member libraries.

Pat – new state lobbying laws – Massachusetts used to follow the Federal guidelines. New state guidelines impact non-profits. Something we should be aware of, so that we don't have to register as professional lobbyists, just in case.

Doug – if any institution has gotten federal or state money to do something good for their library, or wants to show off great need for funding, perhaps we should check with that Library to see if they want the option of hosting the breakfast.

Funding for the breakfast – NMRLS used to pay for the breakfast. Where is the “leftover” NMRLS money to pay for this year’s breakfast? Doug will check Krista at MVLC.

Date for legislative breakfast: Mid-Feb to 1st week of March (window of opportunity). Traditionally a Friday morning.

How many NOBLE people went last year? Try to find attendance list from last year. Also, will NOBLE invite officials from MBLC? To be determined.

Holiday Change Due To Weekend Holidays – Ron Gagnon

NOBLE staff traditionally get a half-day for Christmas Eve and New Years Eve. This year, Christmas and New Year’s fall on Saturday, meaning the eves are full day off due to moving to Friday from Saturday for the holidays, complicating the eves’ half-day.

Everyone wants the day after Thanksgiving off.

Ron recommends that we move the two half-days and approve the day after Thanksgiving off for this year; E-Board approves.

Motion to Adjourn: Brian

Second: Doug

All approved.

Adjournment: meeting adjourned at 3:21 p.m.

Respectfully submitted,

Brian Courtemanche

Secretary