

North of Boston Library Exchange  
Executive Board Meeting Minutes  
October 12, 2011 at NOBLE offices

*Present: Pat Cirone, Brian Courtemanche, Ron Gagnon, Carol Gray, Martha Holden, Karen Pangallo, Doug Rendell, Martha Driscoll, Elizabeth Thomsen*

1. Call to Order:

Meeting was called to order at 2:05 p.m. by Pat Cirone.

2. Approval of Minutes:

Motion to approve August 10, 2011 Minutes by Martha Holden. Seconded by Karen Pangallo. Approved.

3. Treasurer's Report:

Figures are final. FY11 adjustments made per Auditor Bob Guimond. Budget reflects changes approved by Executive Board in September. Motion to approve by Martha Holden; seconded by Karen Pangallo, Motion approved.

4. Executive Directors Report:

- A. MBLC Telecomm & Resource Sharing Funding. NOBLE share better than anticipated, slightly reduced for telecomm (\$33,862 as opposed to \$35,000 budgeted), but increased for resource sharing (\$100,646 as opposed to \$91,000 budgeted). MBLC had shifted distribution slightly to offer relief to Metro-Boston, only network that opted not to switch over to less costly commercial Internet connection, instead keeping private data lines.
- B. Technical Support Position. Technical Support staffer Mark Ferrante recently resigned to accept a full-time IT position at BJ's Wholesale Club. The position is posted and is generating active response so far. Mark is currently maintaining his position as Director of the Revere Library, but with reduced hours.
- C. Auditor Bob Guimond is in the process of completing the FY11 audit. \$4,000 Paetec bill was final adjustment. The major complication this year was representation of the MassLNC grant on the books. NOBLE was included in the grant, but never signed paperwork as grantee, only C/W MARS did as fiscal agent, so grant not fully represented on NOBLE report.
- D. IMLS Grant. MassLNC is partner in grant with KCLS (WA), Peninsula Library System (CA) and Ann Arbor District Library (MI) to support Evergreen development work in order to make open source a more feasible option for libraries nationwide. We are hopeful for approximately \$30,000, an amount that would support the extension of Kathy Lussier's work through June 30.
- E. Overdrive. Usage continues to increase sharply every month. Because of this, it is difficult to determine the exact impact of the Kindle product. NOBLE distributed PR materials to all libraries recently. As soon as Overdrive updates bookmarks and business cards to include Kindle, NOBLE will order additional materials.
- F. Miscellaneous. NOBLE meeting scheduled for the week of Passover next Spring will be held as scheduled. On another note, only 60 people are registered for the Legislative Breakfast. Thirty libraries have not yet responded to the invitation.

5. Evergreen:

Ron recommended postponing the implementation of the Evergreen migration until Memorial Day. He offered many reasons for the delayed implementation. Among these are:

- Increased opportunity for better training schedule.
- Simultaneous rollout with new catalog interface.
- Integration of new software upgrades for a strong “first impression”. We are spending hundreds of thousands of \$ in improvements that won’t be ready until Spring.
- More time for testing and adjustments.
- Acquisitions and Course Reserves modules are not ready.
- More time for cleaning up patron and bib records prior to data migration.

Ron mentioned that no extension of Innovative Millennium would be necessary as we had not yet given Innovative our 90 day notice of cancellation. He also noted that delay of implementation would not adversely affect our grant timetable.

Pat Cirone suggested that we may want to form a working group to support training and manage public relations prior to the rollout. Elizabeth Thomsen reported that ERDWG is well prepared to create screen casts for patron training due to their individual strengths in bibliographic training for patrons.

Elizabeth mentioned the need to set up a system for tracking in house and patron requests for enhancement and development. We need to set up a system for collecting, reviewing, prioritizing requests, and acting upon these requests. User Voice is an example of a hosted product that may be helpful as it creates a forum for submitting ideas in pre-determined categories. This would allow for administrative control and authorizations and would also allow for a method of tracking bugs in the system. Elizabeth also mentioned that the training system that came out last week is still relevant. NOBLE may upgrade the training system from time to time.

Brian Courtemanche forwarded a Motion to Revise the Schedule of Evergreen Implementation from January 3<sup>rd</sup> to Memorial Day based on the recommendation of NOBLE staff. Motion was seconded by Karen Pangallo and unanimously approved.

6. Capital Transfer for Evergreen Training Server:

Ron pointed out that NOBLE needs a new training and testing server as the capacity of our current server cannot support the RAM necessary to support the catalog file. The Dell server costs \$4,296.

Martha Holden forwarded a Motion to approve the transfer of \$4,296 from capital for the purchase of the server. Motion was seconded by Brian Courtemanche and unanimously approved.

7. MassLNC Business Plan and Reps.:

As a condition of funding, MBLC requires MassLNC to develop and approve a business plan to outline the continuation and possible expansion of our Evergreen project. Kathy Lussier will be speaking at NOBLE's November Member's Meeting to explain the plan that will be presented with several options for consideration. MBLC requires a specific protocol that includes the presentation of the business plan to members of each network, adequate time for discussion and consideration, and a recorded vote at a subsequent meeting. MBLC requires that a tri-network committee is formed to pare options to a single recommendation that will be voted upon in the Spring. NOBLE is required to appoint two directors, who along with Ron, would work on the tri-network committee that will narrow down several options to a single recommendation that will be voted on by members, likely in April. Pat Cirone will work on choosing the appropriate delegates to the committee.

8. FY13 Overdrive Assessments:

Because of rapidly demand for increasing Overdrive content in different formats, Ron suggested that NOBLE may need to increase our assessments next year. Current assessments are based on a blend of 50% per FY10 use and 50% per prior year assessment. Ron prepared several options for consideration that take into account (in different percentages) use, prior year assessment, and optional levels of increased funding. Those present expressed a desire to continue to aggressively add to the collections and expressed an interest in the blended approach that would take into account actual use by individual libraries as well as prior assessment.

Karen Pangallo forwarded a Motion to recommend to members an assessment based on a blend of \$1 per use and last year's assessment , that will result in a 50% increase in funding for the Overdrive collection. Motion was seconded by Carol Gray. Motion approved.

9. FY13 PC Support Rates:

Last year, Executive Board approved an assessment based on \$5/pc for participating libraries. Unfortunately, the public bid that was accepted by the City of Salem on behalf of NOBLE libraries did not reflect the increase in assessment for PC support. NOBLE is bound to the terms of the bid as accepted. Ron recommended that the Executive Board approve the same assessment as voted, if not billed, this year. Carol Gray forwarded a Motion to approve the rates for FY13 at the same rate as approved last year. Motion was seconded by Brian Courtemanche. Motion approved. The increase will be reflected in next year's public bid.

10. Motion to adjourn by Carol Gray. Meeting was adjourned at 4:05 p.m.

Submitted by,

Martha Holden