

North of Boston Library Exchange
Executive Board Meeting Minutes
December 9, 2012 at NOBLE offices

Present: Pat Cirone, Brian Courtemanche , Ron Gagnon, Martha Holden, Karen Pangallo, Myron Schirer-Suter, Elizabeth Thomsen

Call to Order: Meeting was called to order at 2:07 p.m. by Pat Cirone.

Treasurer's Report : Pangallo presented the Treasurer's Report. Motion to approve by Martha Holden, seconded by Myron Schirer-Suter. Approved.

Projection Equipment Upgrades: NOBLE has purchased a wall-mounted monitor for the conference room for small-group meetings and training. Dedicated older PC attached, with wireless keyboard and mouse. NOBLE staff found they were often using large room for a very few people when projection was needed. Projection in training room is not ideal, and there is usually no table.

Getting quote to upgrade projection in training room from Adtech, a state award vendor who has done work for NOBLE previously in the meeting and training rooms. Currently using original LCD projector from 2002 in the training room, and it flickers and brightness is not ideal.

Collection Management Working Group: Met last week, planning an event focusing on multi-lingual issues and collections in the spring.

Formula Review Committee: Met on Monday, focused on factors to consider, in combination with portion divided equally. Population, i.e. the number of active cardholders, was thought to be most significant of ten factors considered, will consider prototype formulas at the January meeting.

Saugus: The administrative assistant in Saugus has been indicted for pilfering over \$800,000, over half from GE foundation, using phony library account. NOBLE e-mail reference included in Grand Jury indictment. NOBLE received subpoena from FBI for e-mail to or from Linda Duffy. On advice from our attorney, we complied. Our Personal Accounts Policy notes that e-mail is not private.

Revere and Winthrop Regionalization: These communities are considering sharing a director. Both libraries are currently without a permanent director, no word on an extension from MBLC for Revere. A meeting is scheduled for Thursday morning between officials of the two communities.

Member Service: The physical space has been rearranged just prior to arrival of new Tech Support staff Jon Rzepala to facilitate better communication and take better advantage of the windows (the literal windows, not the operating system).

MBLC Databases: NOBLE staff was invited to the MBLC's database presentations, part of their new statewide contract process, but were unable to participate due to heavy meeting schedule at NOBLE. Jeff Klapes, the chair of NOBLE's Electronic Resources and Database Working Group (ERDWG), is already

participating as part of the statewide committee, and will provide an update at the ERDWG meeting next Wednesday.

MassLNC: The MassLNC planning committee is looking for an equitable funding formula. MVLC is not ready to look at planning until the assessment issue has been settled. The NOBLE membership supports the plan for a coordinator and part-time tech support.

Network Transfer Guidelines Issues: Nancy Ryan has requested a change in the Network Transfer Guidelines, which presently allow libraries to waive all fines if they do not assess fines. The current policy was passed about 10 years ago.

Nancy would prefer that the fines are not waived. They need not be collected at non-fine libraries, but left on the patron's record. She hopes to collect the fines, particularly on DVDs, as the fines go back to support the collection. This could have workflow issues in the non-fine libraries. Unfortunately she can't join us again until our March meeting due to a conflicting program at her library that she has taken over.

Reading and Wakefield do not charge fines and many patrons realizing this, return overdue materials there because they know fines will not be assessed.

The current policy is to use the policy of the owing library unless they are a no-fine library.

Elizabeth and Michele have conferred with all NOBLE libraries' circulation staffs to gain information to better set up the circulation parameters in Evergreen, rather than just trying to import the existing Millennium parameters. The goal is to have the new system work the way the library wants it to work, and to insure the information is up to date.

Unfortunately, this has exposed many cases where libraries are deliberately not following various tenets of the Transfer Guidelines.

Further, some features of Evergreen will outmode some elements of the policy, and will require some new pieces of policy.

Overall, NOBLE is lacking some basic definitions and requirements of resource sharing that other networks have either in their bylaws, their annual contracts or in policy. Even what we do have is defined as a "guideline" not a policy or a requirement.

Some interesting concepts from other networks:

- If you have a rental collection, you also have to have a copy in a circulating collection open to other libraries.
- Network wide patron blocks for owed items or fines exceeding a certain amount.
- Loaning on the same basis as local residents.
- Must loan at least first copy network wide.

Related issues included having a minimum notice schedule/follow-up plan. Not uniform follow-up in many libraries after the bill notice is issued. Also the replacement cost price is an unresolved issue.

Ron's recommendation is to wait until at least until the summer, when we are on Evergreen and have a more complete understanding of Evergreen before altering the overall policy. However, Nancy was very interested in having the fine issue addressed. Discussion only, no action taken at this point.

Evergreen Update: Martha loaded the alpha version of Release 2.2 onto the training system a few weeks ago, shortly after it was released. The new release brings the new Template Toolkit or TPac catalog for use in training, which is what we will be using when we come live in May.

The alpha version of software is very preliminary, to be followed by beta and then at least one release candidate version before the final version. The Evergreen community is trending toward a more defined schedule of two releases per year, spring and fall.

The production system has not yet been upgraded, but will shortly. Data migration is still being perfected on the production system, a contest of matching all the varieties of data, in formats and locations old and new, and for complicated issues like electronic resources, with loading parameters to get the desired final results. In the process, data cleanup needs are identified. In line with that, Elizabeth will be hiring an additional part-time cataloger with budgeted funds.

This month circulation training has begun, and there were four well-attended catalog introduction sessions featuring the new catalog conducted by Elizabeth. More will be added in January.

C/W MARS has again delayed their migration date until at least mid-February. They are waiting for a more finished version of Release 2.2 and still working on some loading and hardware balancing issues.

In MassLNC, the recent development specification focus has been on catalog improvements to the locality issues, with local library holdings appearing first and the concept of a preferred library for users, with holdings appearing first. Now that Federal funds bidding requirements are passed, it looks like we will be working with Dan Scott for the improvements. Scott is systems librarian at Laurentian University and very active in the Evergreen community (but doesn't get into RFP responses).

Elizabeth, with other MassLNC representatives, will be presenting at the Evergreen International Conference in Indianapolis on the MassLNC project. MassLNC coordinator Kathy Lussier will be participating in two other programs, on managing development projects and on batch downloading improvements, which was a MassLNC project, particularly for acquisitions.

Endicott College: Brian Courtemanche shared with the board that Endicott is beginning their first Ed.D. program and a masters in Homeland Security. They also plan to build a Life Sciences and Business next year.

North Shore Community College: Karen Pangallo told the board that North Shore has recently completed their new Allied Health Building.

Schirer-Suter moved to close the meeting at 3:10. Second by Brian Courtemanche. Approved.

Submitted by,

Myron Schirer-Suter
Secretary