

North of Boston Library Exchange  
Executive Board Meeting Minutes  
February 8, 2012 at NOBLE offices

**Present:** Pat Cirone, Ron Gagnon, Carol Gray, Linda Hummel-Shea, Karen Pangallo, Myron Schirer-Suter  
**Call to Order:** Meeting was called to order at 2:19 p.m. by Pat Cirone.

**Treasurer's Report :** Pangallo presented the Treasurer's Report. Motion to approve by Carol Gray, seconded by Linda Hummel-Shea. Approved.

**Erate:** Form 470 Filed on January 9 for voice services: local, long distance and cellular. Receive proposals for 28 days, sign contract, file Form 471 by March 20. Same as last year.

**OverDrive:** Usage continues to grow at a rapid rate. Fortunately libraries continue to donate funds to grow the collection. Troubleshooting e-mails from patrons increasing significantly. Invested in four popular devices to aid staff knowledge to assist in troubleshooting: iPad, Nook, Kindle and Toshiba Thrive (Android tablet); received a free Sony reader from OverDrive due to amount of titles purchased.

Elizabeth speaking about OverDrive in several evening events in libraries. She and Ron will be speaking to the North Shore Computer Society about OverDrive on May 9.

Pat Cirone is working on a one page FAQ on e-devices.

Our OverDrive contract is up for renewal. Gray moved to renew the OverDrive contract, seconded by Hummel-Shea. Approved.

**Virtual Catalog:** RFP for new statewide Virtual Catalog system issued on January 31st. Expected new system will take nearly half of the MBLC's LSTA direct awards cash for two years. Reviewed and approved by Governance board meeting on January 20th. RFP responses due on March 6, with vendor demos in mid-April. Finalist expected to be chosen by the end of May, with implementation to begin this fall.

**Presentation equipment in training room:** The projector in our training room will be replaced. The current projector is ten years old this month, and has been flickering. We anticipate continued heavy use, and hope the new unit will be installed shortly. Purchased through state award vendor Adtech who did earlier work here and at other networks. Will incorporate smart-board type technology without the smart board, using a hand held device, and be brighter. Total cost should be less than \$3,700 installed.

**Revere/Winthrop Joint Directorship:** The Revere and Winthrop public libraries, both without a director, are pursuing sharing a director. According to Revere acting director Mark Ferrante, "the Revere Public Library Trustees have agreed in principal to the Letter of Agreement drafted by former Mayor Ambrosino. All Trustees voted in favor on Thursday, January 19, 2012."

Winthrop Public Library Trustee Chair Jim Matarazzo replied that their new Board was being sworn in late January and would take up the matter shortly, adding "I support this and will report back as soon as we vote."

They are to share personnel costs equally, with Revere to also provide benefits since they are the larger city.

They will still be two independent libraries, so for the near term should not impact NOBLE membership of either library.

**Resource Sharing Committee:** The MBLC is forming a resource sharing committee or task force as part of its long-range planning process, to determine up to 5 strategic goals with action steps to be implemented over the next 3-5 years. Network representatives are Susan McAlister of Minuteman and Joan Kuklinski of C/W MARS. Will also include MLS reps, different types of libraries, BPL as Library for the Commonwealth.

#### **MassLNC Business Plan:**

One of the requirements of our \$412,000 Open Source Project grant is to develop a business plan for the future of the project, both for the participants and for other potential networks considering converting to Evergreen.

One section was completed in the fall. The final section is an actual financial plan and commitment by the three participating networks for next fiscal year.

At our November Members Meeting, four possible scenarios were presented by project coordinator Kathy Lussier and discussed.

A committee consisting of two executive board members of each network, plus the executive directors, was convened to hash out the details and come up with a plan. Our appointees were Pat Cirone and Martha Holden. The committee set a schedule of six meetings, but only needed four to come up with a plan that was felt to be palatable to all three networks. Business Plan completed, voted by the planning task force on January 19th.

The plan recommended to the Board largely continues the way we've done business over the past two years: funding for a full-time coordinator's salary plus \$75,000 in development funds for the first year. The plan also provides for a board to oversee the project, consisting of two appointees from each network, the executive directors, and as ex officio members, the project coordinator and an MBLC representative. Each network gets one vote.

The most time was spent on the funding. NOBLE budgeted for these project expenses in our FY13 budget passed last fall. Apparently the other networks did not, and need to find the needed funds in their already-approved budgets. And as we are seeing ourselves, finding a formula to "fairly" distribute costs is complicated, since "fairly" is in the eye of the beholder. The three networks vary widely in size, with C/W MARS having over four times as many members as MVLC, and NOBLE having fewer still -- 148, 35, 26 full members. The debated question is whether more members alone put more stress on the project. Also, MVLC has a much more technically-oriented staff, writing and submitting software and patches, having both an Evergreen committer and a bug wrangler on staff, and thus more able to go it alone.

A funding formula was developed, personnel costs divided equally, development pro-rated by population, with the result that C/W MARS pays just over 50% more than NOBLE pays. NOBLE's assessment for FY13 is \$51,377.

NOBLE budgeted a total of \$85,000, \$50,000 for MassLNC staffing and \$35,000 for software development. In reality our costs will be \$36,377 for MassLNC operations, our of a total of \$109,131 and our development contribution will be \$15,000 out of a total of \$75,000. So we budgeted \$85,000 and our costs will be \$51,377.

While we had hoped for more in-house technical support as part of the project, the funding situation and the technical staff in place at some of our partners, there was not support. The development funding can be spent on staff or outsourced, however.

The approved solution will let the project continue as it has, with the coordinator facilitating cooperation among the three networks, providing a contact point with the Evergreen community, posting, contracting and supervising outside development, and providing a liaison to other Mass. networks interested in participating in the future.

Karen Pangallo moved to accept the MassLNC proposal and forward it to the membership for a vote at the February meeting as required by the MBLC, seconded by Myron Schirer-Suter. Approved.

Collection Management Team: The Collection Management Team has organized a presentation day on the topic of foreign language population and holdings. The presentation is scheduled for April 5.

Pangallo moved to adjourn at 3:40, seconded by Gray. Approved.

Submitted by,

Myron Schirer-Suter  
Secretary