

**NOBLE Executive Board Meeting**  
**September 12, 2012**  
**@NOBLE**

**In Attendance:** Pat Cirone, Myron Schirer-Suter, Brian Courtemanche, Karen Pangallo, Linda Shea, Martha Holden and NOBLE Exec. Director Ron Gagnon

**Call to Order:** NOBLE President Pat Cirone called the meeting to order at 2:08 p.m.

**Approval of Minutes:** Minutes of previous meeting were not available, but will be voted upon at next Executive Board meeting.

**Budget:** Ron distributed copies of the proposed FY13 Revised and FY14 budget. He explained that many FY12 budget items were under spent due in large part to Evergreen implementation. Items to consider, below:

- Catalog/Record Enhancement – under spent in FY12, but we may want to fund this to cover mobile app or other initiatives to be considered by ERDWG in near future.
- Evergreen software maintenance under spent in FY12 by almost \$10,000, will need to be funded going forward, for full year of maintenance.
- Comcast Metro Ethernet was a last minute solution, but we realized approximately \$30,000 in savings in central site Internet.
- Approximately \$50,000 in budgeted Evergreen funds were not spent in FY12.
- Personnel was under spent in FY12, but we are still working on developing correct staffing model. Options include lower level triage position vs. full-time higher level position. A higher level position as advertised would require server and programming expertise and possibly Evergreen development skills (similar to position at CWMARS). Proposed budget includes f.t. position for technical support with funds built in to keep our options open. Evergreen releases are planned spring and fall, but there are frequent shorter-term upgrades.
- Lease – We have 3.5 years left on current lease. We can consider different space needs going forward depending on hardware considerations. We will consider options to locate our hardware offsite and not worry about space, temperature and backup systems. At around the same time lease expires, we will be considering new Evergreen servers, so will be able to work this into space planning.
- MBLC Resource Sharing reimbursement – Ron put in placeholder that he feels comfortable with. Actual figure to be considered at next week's MBLC meeting and finalized within the next month.
- Wages include 1% increase as approved by Executive Board at last meeting. Most employees are at top step, so no dramatic changes in wages.

- Office & Admin. - Travel was less frequent last year because of Evergreen implementation constraints, but expected to resume shortly with MLA/ALA and for Evergreen support.
- Occupancy Costs - A/C Computer Room went out over labor Day Weekend. We may have to spend more in this line in FY13.
- Computer Support- We have no idea what new system virtual catalog will require in terms of maintenance. Innopac maintenance is discontinued as of FY13. Evergreen software maintenance is a gray area. Our contract expires in the spring. If we hire expert staff, we may be able to shift costs from the Evergreen software maintenance line.
- In response to a question about NOBLE Evergreen Software development, Ron noted that NOBLE has identified many areas of development. The Board recommended an increase of \$5,000 to this line to be subtracted from this year's capital contribution.
- Ron noted that NOBLE spent more for MARC records than anticipated last year due to Overdrive records, but that better cost containing alternatives are available going forward.
- Continuing Education – Ron added \$2,000 in FY13 Rev. to take advantage of Evergreen training. This fall is available in Georgia but we are hoping for Evergreen training in New England in the spring.
- NOBLE's EBSCO contract expires at the end of next June. Since so much content is available through the State Gale databases, there was discussion as to whether funds we allocated for EBSCO might be better allocated to Overdrive or other shared e-content. It was noted that EBSCO statistics are consistently high; EBSCO offers e-book products; Patrons seem to prefer EBSCO to Gale products; Academic use of Overdrive is lower than that of public libraries. After further overlap analysis and statistics gathering, it will be brought to Members for discussion. The Board recommended that Overdrive contribution for FY13 should be increased to \$25,000 with the difference subtracted from the FY13 capital contribution.
- Ron discussed projected capital contributions. Because of recent healthy balance in capital account, there has not been an emphasis in recent years on increasing contributions. The current capital balance is \$1,146,433. NOBLE has \$675,000 in contingency funds, representing an estimated six months of operating expenses.

Martha Holden forwarded Motion to Approve the FY13 Revised budget as presented with change in line item 67130 (from \$13,400 to \$25,000) and capital contribution of \$69,847. Motion seconded by Karen Pangallo, and unanimously approved.

Karen Pangallo forwarded a Motion to Recommend for Member Approval the FY14 budget as presented with a change in line item 65340 NOBLE Evergreen Software Development from \$15,000 to \$20,000 and a capital contribution of \$12,665. Motion was seconded by Linda Shea, and unanimously approved.

**Executive Director's Report:** Ron Gagnon reported the following

- Release 2.2.2 was loaded on the training system for testing. This release features mostly bug fixes and security enhancement. This will add feature of local scoping to shelf browsing, and will allow copy holds on items with parts.
- 2.3 is nearly ready for release. This will include numerous enhancements and will require significantly more testing. This will include Acquisitions improvements funded by MassLNC, remove limits on bookbags and improve the staff client.
- New round of Ps and Qs started today. The questions are now finer points compared to what they were in June. Online reports training is ongoing
- Ron distributed release notes for 2.2.1 and 2.2.2 for demo purposes. MassLNC voted to continue to with acquisitions development and holds functionality (local holds priority and “holds go home”). Funds were approved at MassLNC level. Improvements will not be seen until spring at the earliest.
- Working groups have been established. Ron distributed the list of members of the Resource Sharing Working Group, the Collection Team and Electronic Resources and Database Working Group.
- Peabody (Martha Holden) reported problems with check-ins. Not sure at this point whether staff error, connectivity or Evergreen is causing these. She requested that other libraries spot check and let Ron know if they are having problems.

Motion to Adjourn by Karen Pangallo at 4:00.

Respectfully submitted by,

Martha H. Holden  
Acting Secretary