

**North of Boston Library Exchange
Executive Board Meeting Minutes
October 10, 2012**

Present: Pat Cirone, Brian Courtemanche, Ron Gagnon, Linda Hummel-Shea, and Nancy Ryan. There being no quorum, no motions were made nor votes taken.

1. **Call to Order:** Meeting was called to order at 2:10 pm by Ron Gagnon.
2. **Approval of Minutes:** Minutes from September 12, 2012 meeting were distributed.
3. **Treasurer's Report:** In Karen Pangallo's absence, Ron Gagnon presented the Treasurer's Report. As of September 30, 2012, 28% of the FY2014 Budget has been expended.
4. **Executive Director's Report:**

Audit

Bob Guimond has completed his field work and a draft of the audit has been received. He is having difficulty in reconciling figures received from MassLNC and will require additional clarification from C/W MARS.

Correction to Capital Figures

The capital balance reported last month was overstated. It included monies appropriated out but not yet spent. Technically, once capital monies are appropriated out it is no longer in capital. The balance should have been \$1,071,303 not \$1,146,434.

MBLC Funding

There is an increase of 1.7% in funding from the MBLC over last year. We received the funds in FY2012 and will apply it in FY2013. Last year's funding total was \$134,508 compared to this year's of \$136,824.

Group Purchase Discount

Ron Gagnon is working with a representative from Dell to negotiate a discounted group purchase. The following are under consideration:

- 1) One discounted model that the state has chosen;
 - 2) System whereby we choose our own model;
 - 3) Identified three desktops, two laptops and one tablet at a discount of 31%.
5. **FY2014 Costs:**
1. OverDrive: Currently, Members are assessed a \$30,000 cost distribution for OverDrive titles. The options that Ron presented are as follows: 1) Current \$30,000 cost distribution divided only by usage; 2) Current \$30,000 with half prior year change, half FY2012 usage; 3) Increased \$35,000 cost with half prior year, half FY2012 usage; 4) Increased \$40,000 with half prior, half FY2012 usage. We recommended going with the \$40,000 option. The agreed upon

formula is half based on actual usage and half based on last year's cost distribution.

2. Web Hosting: Ron is recommending an increase in the web hosting cost from \$120 per year to \$300 per year. The current cost reflects the server-side of the costs but not contribute to the support, consulting and edits done by the NOBLE staff. This increase in cost will allow for about five hours of a manger's time (Martha or Elizabeth) or three hours of an Assistant's time.
3. PC Support: The program has accumulated a surplus of \$45,000. This surplus has funded the second day of the part time position (program currently staffed with one full time position and a part-time, two day per week position). It is essential that the reserve be maintained in the event that that the part time person must step in to cover for the full time person. The use of PC management programs has substantially increased the workload and substantially added to the costs. The Executive Board recommended a surcharge of 5% for FY2014 for libraries using a PC management system.

6. New Technical Support Position

Noble staff has come to realize that additional system support is needed to update operating systems, application software and update data – particularly with Evergreen and NOBLE servers.

Ron is proposing a new position called a Systems Assistant with the same pay grade as the PC Support Specialist which is a range of \$52,190 to \$63,500 in six steps. The \$30,000 available in the FY2013 budget will cover the position this year and in FY2014 the budgeted amount of \$52,000 will cover almost all of it with some adjustments.

7. Planning for New Strategic Plan

The current plan ended in FY2012. The MBLC offers a grace period of two years. The new plan will be due on October 1, 2013.

We are looking for a facilitator and three to four representatives from each library. Carolyn Noah's name was given as a possibility. There will be a meeting in the spring to set up dates, etc.

Adjournment: The meeting was adjourned at 3:50 pm.

Submitted by,

Nancy D. Ryan
Secretary
November 7, 2012