

**North of Boston Library Exchange
Executive Board Meeting Minutes
November 7, 2012**

Present: Pat Cirone, Brian Courtemanche, Ron Gagnon, Carol Gray, Martha Holden, Linda Hummel-Shea, Nancy Ryan and Myron Schirer-Suter.

- 1. Call to Order:** Meeting was called to order at 2:08 pm by Pat Cirone.
- 2. Approval of Minutes:** Minutes from the August 29, 2012, September 12, 2012 and October 10, 2012 meetings were distributed.

Motion to approve minutes from the August 29, 2012 meeting was made by Martha Holden and seconded by Nancy Ryan.

Motion to approve minutes from the September 12, 2012 meeting was made by Myron Schirer-Suter and seconded by Martha Holden.

Motion to approve minutes from the October 10, 2012 meeting was made by Nancy Ryan and seconded by Brian Courtemanche.

- 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. The Budget Expenditures Report as of October 31, 2012 reflects adjustments made by Bob Guimond to line item 65370 (Evergreen Software Development) in conjunction with the contracting authority C/W MARS.

- 4. Executive Director's Report:
Evergreen New Release 2.2.2**

Martha is upgrading the Evergreen system to Release 2.2.2 over the Veteran's Day weekend. There will be some downtime on Monday, November 12.

Release 2.3 will be in early January and there will significant improvements. MassLNC is going out to bid for catalog searching improvements, including stemming improvements. Most of the other catalog improvements are a year away.

CLAMS needs a new Innovative server and is looking at Evergreen before they recommit to Millennium. Elizabeth Thomsen, Kathy Lussier and Tim Spindler made a presentation. OCLN is also looking at a new system.

Virtual Catalog

The new Virtual Catalog software is AutoGraphics SHAREit. NOBLE and C/W MARS are on the list to migrate in early winter 2014. The existing catalog will continue to operate during the transition. We do not know which catalog we will be using or whether we can crossover between the two catalogs during the transition.

Resource Sharing Working Group (RSWG)

The first meeting of the Resource Sharing Working Group (RSWG) was held. Pat Cirone asked if the members could have access to the minutes of the working groups. Ron said that he is looking into a location that is accessible to all members. Pat Cirone posed an issue about the selection of OverDrive titles and the investment we are making for the long term in this technology. Collection Managements group is reviewing this issue.

Audit

Bob Guimond completed his field work and a draft of the audit has been reviewed and approved by NOBLE staff.

Motion to approve adjustments made by Bob Guimond as of October 31, 2012 was made by Martha Holden and seconded by Myron Schirer-Suter.

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:

- One discounted model that the state has chosen;
- System whereby we choose our own model;
- 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 three hours of a manger's time (Martha or Elizabeth) or five 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.

Motion made by Martha Holden and seconded by Linda Hummel-Shea to support increases in web hosting costs and the new PC Support surcharge.

6. New Technical Support Position

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

Ron is proposing a new position called a Systems Support Specialist with the same pay grade as the PC Support Specialist - 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. The job will be posted with the MBLC, Simmons College and in various technological sites. Craigslist was also suggested.

Motion to approve the job description as written was made by Martha Holden and seconded by Nancy Ryan.

7. Approval of FY2014 Action Plan

Ron reviewed the Action Plan and the process: Ron, Elizabeth and Martha developed the activities and the timeframe and then presented the Plan to the Executive Board followed by its presentation to the Members on November 15. The FY2014 Action Plan was approved unanimously.

8. Approval of FY2012 Financial Statements

Ron presented NOBLE's FY2012 Financial Statements, Form 990 and Public Charity Status prepared by Bob Guimond.

The documents reflected adjustments made by Bob Guimond to line item 65370 (Evergreen Software Development) in conjunction with the contracting authority C/W MARS.

Motion to approve the audit and the filings was made by Carol Gray and seconded by Martha Holden and approved unanimously.

9. Budget Line Item Adjustments

Ron recommended creating a new line item, Online Services, 6-5750 under Continuing Education. He recommends a \$1,300 budget line, to come from

zeroing out 6-5325 Bank Service Fees of \$400 (no charges on our account at Beverly Co-Op Bank) and moving \$900 from Training, 6-5730. This new line item will include funding outsourced services to support operations and training. The change was approved unanimously.

10. 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 put forth 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