

North of Boston Library Exchange  
Executive Board Meeting Minutes  
August 14, 2013 at NOBLE offices

*Present: Brian Courtemanche, Ron Gagnon, Carol Gray, Myron Schirer-Suter, Martha Holden, Karen Pangallo, Alan Thibeault, Linda Hummel-Shea, Pat Cirone,*

1. **Call to Order:**

Meeting was called to order at 2:10 p.m. by President Brian Courtemanche who thanked the NOBLE staff and the NOBLE Executive Board for their support and professionalism.

2. **Approval of Minutes:**

The Minutes from the June 2013 Executive Board are not yet available. These will be ready for approval at the September meeting.

3. **Treasurer's Report:**

Karen distributed the Treasurer's Report reflecting figures as of June 30, 2013. Ron explained the fiscal year-end figures have not yet been reviewed by Auditor Bob Guimond, final numbers are subject to change. Martha Holden forwarded a Motion to Approve the Treasurer's Report. Motion was seconded by Carol Gray, and unanimously approved.

4. **Executive Directors Report:**

*MBLC Director Search* – Ron is on the search committee for a new MBLC director, and the search continues. As the committee's initial round in the spring led to only one candidate to recommend to the Commissioners, the position was re-advertised. The original recommended candidate remains in contention. The committee solicited new resumes and selected four for interviews on September 9 and 10 at the Boston Public Library.

*OverDrive* – Elizabeth reports that July was our busiest month ever: 11,274 checkouts, topping our previous high, 9,641 in June. We also had 728 new patron registrations in July.

Sixteen NOBLE libraries have chosen to participate in OverDrive selection: ten publics and six academics.

*Digipalooza* – Elizabeth attended the OverDrive conference, Digipalooza, that is held every other year in Cleveland, where OverDrive is based. She'll give us an update at the September Members Meeting.

*MBLC Telecomm and Resource Sharing Funding* – NOBLE's annual reports and requests for MBLC telecommunications and resource sharing funding have been submitted. The amount of funds

available is largely the same as in recent years, so would expect similar results. Meeting is September 25.

*EBSCO* – as NOBLE begin our new three-year contract with EBSCO, we taking the opportunity to reexamine basics, include setup, statistics and authentication. Elizabeth is overseeing this effort.

New authentication method for EBSCO databases, consistent with OverDrive and other electronic resources, is being developed by Martha. We are moving from just recognizing first five digits of barcode to actually checking barcode in our system for residency. When NOBLE started, neighboring networks had similar EBSCO database packages, Masterfile, etc., now none do, so we will not provide these services to residents of other networks, which NOBLE does not do with our other electronic resources.

Elizabeth had a meeting at EBSCO's Ipswich headquarters to discuss improvements in reports with members of EBSCO's technical development staff.

*NELA* – Two open source/Evergreen items are on the agenda at the NELA conference in October, so Elizabeth and Ron will be attending. There will be more NOBLE library representation than usual, with multiple programs by Salem State staff and a program by Peabody staff.

*Audit* – NOBLE have engaged our long-time auditor Bob Guimond to conduct our annual audit and prepare our Form 990 and State filings. Paula has been gathering needed information for him and his work will continue into the fall.

*Value of NOBLE Membership* – Ron updated the "Value of NOBLE Membership" document on the Staff Information System to reflect FY13 figures.

*Vacation* – Ron will be mostly off starting Tuesday August 20, and returning the following Tuesday, August 27.

**5. Clerk:**

Nancy Ryan, Executive Board member and NOBLE Clerk, resigned from the Executive Board due to ongoing scheduling conflicts. Patti Rogers will replace Nancy on the Executive Board. In the absence of a Clerk, Linda Hummel-Shea offered to fill the position. Martha Holden forwarded a Motion to approve Linda Hummel Shea as Clerk. Motion was seconded by Pat Cirone and unanimously approved.

6. **Working Groups:**

Ron proposed the re-authorization of three ad hoc NOBLE Working Groups for the next fiscal year, as they existed last year. Alan Thibeault forwarded a Motion to Approve the Electronic Resources Working Group, the Collection Management Team, and the Resource Sharing Working Group. Motion was seconded by Carol Gray and unanimously approved.

7. **MassLNC:**

NOBLE is required to appoint two directors to this board, who along with Ron, would work on the Evergreen users' tri-network (NOBLE, CWMARS, MVLC) committee with Kathy Lussier as Project Manager. This Board represents the three networks providing budget oversight, and guiding policy and Evergreen development funded by the networks. Pat Cirone and Brian Courtemanche worked with Ron in FY13. Carol Gray forwarded a Motion to Appoint Karen Pangallo and Re-appoint Brian Courtemanche as NOBLE MassLNC representatives for FY 2014. Motion was seconded by Linda Hummel-Shea and unanimously approved.

8. **Meeting Schedule:**

Ron forwarded the proposed Executive Board and Members' Meeting Schedules for approval, with Executive Board meetings on the second Wednesday of every month and Members' meetings on the third Thursday of every month, except in February where the meetings are scheduled a week prior. Members are not scheduled to meet in December, January, March or May. Karen Pangallo forwarded a Motion to Approve the FY2014 Meeting Schedule as presented. Motion was seconded by Pat Cirone and unanimously approved.

9. **Evergreen:**

Ron reminded the board that NOBLE uses two funding resources to support Evergreen development – the MassLNC allocated development budget shared by the three networks, and funds budgeted in NOBLE operating funds that support NOBLE- specific requested projects. Equinox is the lead Evergreen support outfit that was established specifically by Evergreen founders to support Evergreen development. Recently NOBLE individually contracted for 2 minor updates: first, at \$1,000, to restore thumbnail images that link to online resources; second, at \$2,500, to expedite loading item record from vendor files to NOBLE system.

NOBLE is exploring the purchase of a new server to host the Syrup course reserves functions. Cost is anticipated to be less than \$2,000 and will be covered by budgeted funds for servers.

There are two efficiency projects currently underway to improve Evergreen efficiency: first, MassLNC has contracted with OmniTI, to investigate and make recommendations to improve throughput on Evergreen; and second, conducted by Equinox, to implement quality assurance on software and to identify problems and bottlenecks in the system. The implementation of Release 2.4 will be scheduled per the outcomes of these two projects.

NOBLE moved to Release 2.3 in June, after most reported memory leak issues were resolved. Some are as of yet unresolved, but NOBLE is continuing to work with Equinox on this issue.

ERDWG has been working with NOBLE staff to provide better format definitions for improved catalog searching. Unfortunately, facet display does not work with Release 2.3., as it is incompatible with the format limiters functionality. This is a software bug, that will be fixed in Release 2.4. The priority however, as determined by ERDWG is improved formats over facets. On August 19, the new formats functionality will be functional and the facets will disappear.

Systems Support Specialist Suzanne Paterno is working on a menu-driven “new items” list. More information to follow as this is developed.

10. **Other Business:**

Carol Gray asked Ron whether NOBLE staff is exploring discovery platforms, cross-search tools, such as the product recently announced by EBSCO. Ron responded that while it is not a priority at this time, NOBLE will pursue this topic eventually.

Pat Cirone reminded Board that there are a few (approximately 20) spaces available in the Warren Graham Library Security Workshop at the Beverly Library on Monday August 19.

11. Motion to Adjourn by Alan Thibeault. Meeting was adjourned at 4:05 p.m.

Submitted by,

Martha Holden  
Secretary Pro Temp