



NOBLE Executive Board Meeting August 13, 2014 @ NOBLE

Present: Brian Courtemanche, Alan Thibeault, Karen Pangallo, Linda Gardener, Patricia Cirone, Kathryn Geoffrion Scannell, Martha Holden, Patricia Rogers, Ron Gagnon.

Call to Order

The meeting was called to order at 2:05 p.m. by President Brian Courtemanche.

Approval of Minutes

The Minutes from the May 14 meeting were distributed. A motion to approve was made by Pat Cirone and seconded by Karen Pangallo. Motion passed.

Treasurer's Report

Karen Pangallo distributed the Treasurer's Report. It was reported that NOBLE came in under budget for FY2014. A motion to accept the Treasurer's Report was forwarded by Martha Holden and seconded by Pat Cirone. Motion passed.

Executive Director's Report

Telecomm Grant -- NOBLE received an LSTA grant to replace the central site router and a switch, and public library switches. The upgrades are expected to be done during this winter.

New Release -- NOBLE just completed the second Evergreen update in two months, which brings us up to date on releases. Staying up to date allows us to benefit from the improved functionality that we are helping to fund. Speed for acquisitions, mobile catalog improvements and Web Content Accessibility Guidelines compliance for the catalog were all included in the improvements. Release 2.7 is expected to be loaded in January 2015. Pat Cirone discussed differences between Access, Overdrive & Biblioboard. Individual libraries may be hearing from Access directly.

MLS Ebooks -- The MLS expressed interest in having networks be the fiscal agents to collect the libraries' fees for participating in their new ebook services. After investigation and discussion, particularly with Nancy Tracy and the City of Salem, it was decided that making this change would be considered a significant change. NOBLE will not be serving in this capacity. Some other networks will be doing this service for MLS.

Cataloger Posting -- NOBLE has posted a position available for a part-time cataloger. This position will replace Carolyn Wakefield, who resigned in late June.

New MVLC Executive Director -- MVLC has hired a new Executive Director, Eric Graham. He began work on August 1. His past work experience includes working for Polaris and Sirsi, as well as being a systems manager at MVLC.



MBLC Resource Sharing & Telecomm Funding -- All reports, requests and statistics have been submitted for MBLC's funding programs. Telecomm funding is level overall, with an expected increase in resource sharing funds from line 9506. There will not be firm numbers available in time for the network administrators meeting on September 23rd.

FY16 Budget -- The FY16 NOBLE budget will be presented, along with FY15 revisions, at the September members' meeting. NOBLE's lease expires near the end of FY16; Ron is looking at possibilities, and awaiting a proposal from the landlord.

FY14 Audit -- NOBLE contracted with CPA Bob Guimond to do the annual audit of financial statements, and state and federal filings.

Reading and Shute Library updates -- Reading Public Library will be moving temporarily to the former Frugal Fannie's space in the early fall during their renovation/expansion. Their town's IT department has shifted them to a new model for service. The NOBLE Comcast connection will be installed in the town's IT department, and the town will take responsibility for piping it to the required locations. The Everett Shute branch is expected to open in October or November, and NOBLE is working with Everett to reconnect service to the Shute branch.

Conflict of Interest Policy -- It is important for everyone to review and sign the conflict of interest policy, and return a copy to Paula. The policy was approved by Members five years ago, and is necessary for the annual Form 990 filing with the IRS.

Authorization of FY15 Working Groups

FY14 working groups were discussed. Ron informed the group that a request has been made to form a group to investigate the possibilities of more consistent circulation policies, and updating of NOBLE circulation policies. Karen Pangallo moved to re-authorize the ERDWG and Collection Management working groups, and to authorize a Circulation Policy working group. The consensus of the group was that the Circulation Policy Working Group will have a limit of 9 members. Martha Holden seconded the motion; motion passed. The Resource Sharing working group was not re-authorized.

Appointment of MassLNC Board Representatives

Karen Pangallo and Brian Courtemanche volunteered to remain another year as the representatives to the MassLNC Board. Martha Holden recommended that they continue. Alan seconded the motion; all approved.

FY15 Meeting Schedule Approval

Ron recommended that the bylaws be revised to allow 5 meetings per year, instead of 6. The February meeting has been canceled due to weather for the last two years. After discussion, with appreciation for the work done by Patti for the annual meeting luncheon, Brian moved to schedule 5 meetings, with the annual meeting taking place on the third Thursday in May possibly at a rotating location. Pat Cirone seconded the motion; motion passed.



Consideration/Approval of Purchase of Beverly Bank Stock

Ron proposed putting 1/4 of capital into stock as part of the proposed conversion at Beverly Bank from a depositor owned bank to a stock holder owned bank. Stock could be sold if cash was needed. Pat Cirone moved that we invest \$100,000 in bank shares if/when they are available; Alan seconded the motion. Motion passed. [UPDATE: depositors voted down the conversion. The bank's next step is not clear.]

Vote on Capital Account Transfers

Martha Holden forwarded a motion to move \$27,976 into the capital account. The motion was seconded by Patti Rogers, and the motion passed.

The A/C unit for the computer room is aging, and currently working at 1/2 capacity. Ron proposed the purchase of two new units, plus a glass wall to improve efficiency. Karen forwarded a motion to authorize up to \$130,000 for the a/c improvements and the stock investment. The motion was seconded by Martha Holden; motion passed.

Bylaws Revision Discussion

The executive board discussed option for revision, including allowing an email vote when needed. Martha Holden moved that the language for "Action without Meeting" taken from the Beverly Bank bylaws be reviewed by an attorney for inclusion in the NOBLE bylaws, as well as changing the number of Members meetings from 6 to "at least 4." Alan Thibeault seconded the motion; motion passed.

Personnel Committee Update

Alan Thibeault and Ron reported that the current definition of a full time employee at NOBLE is 37.5 hours. The committee recommended moving the definition to 30 hours per week. They also recommend making Medicare optional above or at 65 for employees, and completing a CORI report on NOBLE employees. The demographics of the workforce as a whole affects the insurance costs. The attorney will review all policy change and verbiage updates and suggestions.

Other Business

Martha Holden enquired if anything unusual is expected on the FY16 budget. Ron did not expect anything unusual.

Adjournment

The meeting adjourned at 4:06 p.m, as moved by Pat Cirone and seconded by Kathryn Geoffrion Scannell.

The next meeting will be Wednesday, September 10th at 2:00 p.m.

Respectfully submitted,

Linda C.W. Gardener, Secretary