



NOBLE Executive Board Meeting January 14, 2015 @ NOBLE

Present: Brian Courtemanche, Patricia Cirone, Ron Gagnon, Linda Gardener, Martha Holden, Karen Pangallo, Patricia Rogers, Kathryn Geoffrion Scannell, Myron Schirer-Suter, Alan Thibeault, Diane Wallace, Elizabeth Thomsen, Martha Driscoll.

Call to Order

The meeting was called to order at 2:03 p.m. by President Brian Courtemanche. Ron Gagnon mentioned that the Revised Employee Handbook would be discussed later in the meeting; Elizabeth Thomsen and Martha Driscoll would be happy to remove themselves during this discussion if requested.

Approval of Minutes

The Minutes from the November 12, 2014 meeting were distributed. A motion to approve the minutes was made by Martha Holden, seconded by Kathryn Geoffrion Scannell. Motion passed.

Treasurer's Report

Ron Gagnon distributed the Treasurer's report. Everything is stable just past the half year point. Martha Holden made a motion to accept the Treasurer's Report. Pat Cirone seconded the motion; the motion passed.

Executive Director's Report

Ron Gagnon reported that the move to Evergreen release 2.7 had just happened. There are several small improvements in both circulation and acquisitions that should help improve efficiency. The acquisitions improvements were actually paid for by NOBLE and our libraries already had them.

Comcast connectivity issues have been experienced by several libraries, in particular Saugus. After much research and investigation, the source of trouble was determined, and the fix applied. Martha Driscoll helped explain the technical difficulties and the fix.

The Tech Expo at NOBLE has been scheduled for June 23rd (later than usual) and the MassLNC Conference will be at Holy Cross on June 4th. The Tech Expo will continue to offer a variety of hands-on demonstrations and large group sessions.

The planned move to branded Gmail is continuing, with an expected move date of March 25. There will be a training session on March 4 for email trainers. NOBLE staff have been training for the move. The March members meeting will include an overview for Directors. The additional Google services, including Drive and Calendar, will be rolled out after the email is transitioned. Elizabeth shared the results of her one-question survey regarding email use habits. Martha Driscoll explained that contacts contained in WebMail will be migrated to the new email; contacts maintained in Thunderbird will stay in Thunderbird. It is expected that the move will be an improvement in a variety of ways, while also saving money.

The lease extension language has been approved by NOBLE's attorney, with a minor tweak. The HVAC specs and information are expected shortly, which will move the process forward.



Peter Struzziero has assumed the directorship of the Arlington Public Library, leaving Winthrop. The town has appointed Mary Lou Osborne as acting director at Winthrop. Ms. Osborne is a former school committee chair.

Longtime C/W MARS Executive Director Joan Kuklinski retired as of January 1st. Tim Spindler, who has been head of user services and assistant director for several years at C/W MARS was selected to succeed her. He has worked directly with the MassLNC project, and has been an asset. He is now on the Board. MBLC has hired an assistant director, Susan Wagner.

Elizabeth will be attending the ALA midwinter conference in Chicago at the end of January; Ron and Elizabeth will both be attending the ALA annual conference in June. Ron is scheduled to be on a panel presentation discussing the manager's view of open source.

Ron attended last week's MBLC meeting, which included approval of the network infrastructure grant program. It will bring NOBLE \$16,558 this fiscal year. Funding is based on the number of member libraries, assuming robust continued funding in line 9506. State Aid to Public Libraries and Line 9506 are both identified as priorities for legislators. The MLS ebook program and the state aid to public libraries program were also discussed. Network administrators expressed concern at their meeting about the quality of the MLS ebook MARC records. ERDWG will be discussing the issue at their upcoming meeting. Elizabeth is part of a statewide group of catalogers, who will also be looking at this issue. Elizabeth encourages libraries to provide vendors specifications about quality standards. Quality control is an ongoing and increasing issue for a wide variety of vendors and networks.

Ron attended the retirement reception for retiring Ipswich Public Library Director Victor Dyer. Victor was assistant director for 20 years at the Abbot Public Library in Marblehead.

Martha Holden asked for clarification regarding the acting director in Winthrop. Ron clarified that the position was appointed from within the town; it is unknown whether they will seek a professional librarian to fill the position permanently.

Revised Employee Handbook

Ron reflected that Alan Thibeault is the chair of the Personnel Committee that reviewed the employee handbook and recommended revisions. Alan noted that all members of the committee were heavily involved in the process, and feel that it will be a long lasting update. The impetus of the change was the Affordable Care Act [which does not directly affect NOBLE as an employer], and resulted in the handbook being reviewed overall. The new policy will allow for benefits for all employees working 30 hours or more. This will allow NOBLE to remain competitive, and retain quality employees. Other language has been updated, clarified and made more inclusive within the policy. The funding for the health insurance provision was already voted on and approved. A few small typos were indicated with numbering which will be corrected. A comment was made that the maternity policy should be reviewed with a view to making it more gender-blind (maternity/paternity). A motion was made to approve the current document by Linda Gardener, and seconded by Martha Holden. The motion passed unanimously.



Amended Borrowers Card Policy Addition

Ron reported that the Circulation Policy Working Group, chaired by Kristy Lockhart, have prioritized the borrowers card policy as a top item. They have recommended language to be incorporated into the existing Borrowers Card Policy. The board discussed that the "PIN" could be either numbers or letters, and recommended exchanging PIN for "password." Karen moved to recommend the amended Borrowers Card Policy to the full board; Myron seconded the motion. All approved. The recommendation will go to the Members Meeting in March.

Discussion of Credit Card Acceptance in Libraries: Lost and Paid Items

Ron and Pat Cirone discussed the issue of credit card acceptance and ecommerce in general. Beverly is attempting to find a balance between good library service and satisfying new City policies/procedures. NOBLE is interested in providing a new service to library patrons. NOBLE would receive funds from patrons, and then re-distribute to appropriate libraries. Some networks have taken this on, and some have not. It is possible within the Evergreen system. It would be important to ensure that each library received a check, perhaps quarterly, so that each library can comply with the appropriate process for their municipality. The proposed idea would be entirely online, so that no individual library staff members would be handling credit cards. Having NOBLE administer the process would allow it to be connected to Evergreen, so that staff do not need to update fines manually. Payments would be for any Evergreen charges - lost and paid, or overdue fines. Ron will move forward with investigating options for NOBLE, hoping to have a recommendation within a few months. The board had a general discussion regarding various policies and procedures for accepting books rather than payment. Ron will gather information, including checking in with the attorney, and determining relevant practices among libraries.

Telecomm Project Update

Ron gave an update on the telecomm project which is still in process, and explained the revised schedule.

Other Business

Ron recognized Martha and Gerri for their enjoyable holiday party. Many enjoyed taking shelter from the storm in such a lovely environment.

Adjournment

The meeting adjourned at 3:42 p.m, as moved by Diane Wallace and seconded by Martha Holden.

Respectfully submitted,

Linda C.W. Gardener, Secretary