

NOBLE Executive Board Meeting

August 19, 2015 @ NOBLE

Present: Ron Gagnon, Alan Thibeault, Linda C.W. Gardener, Patricia Rogers, Brian Courtemanche, Kathryn Geoffrion-Scannell, Martha Holden, Myron Schirer-Suter

Call to Order

The meeting was called to order by President Alan Thibeault at 2:09 pm.

Approval of Minutes

The Minutes from the May 13th Meeting were distributed. A motion to approve the Minutes was made by Martha Holden; the motion passed.

Treasurer's Report

The Treasurer's Report was presented by Ron Gagnon in Karen Pangallo's absence. This Report is the end of the 2015 fiscal year report. Some of the figures will be revised for the new fiscal year at the September budget meeting. Two changes are still to be made to the final numbers on the Report. Report shows thirteen rent payments; this will be backed out. Also, the expenses from ALA Conference attendance in June will be moved in. There will be a net improvement to the bottom line of about \$6000. Linda Gardener moved to accept the Report. Kathryn Geoffrion-Scannell seconded the motion; the motion passed.

Executive Director's Report

Release 2.8

The upgrade to Evergreen Release 2.8, on July 22nd, went very smoothly. The main new feature is the patron message center, visible when patrons log into their accounts.

Dashboard

The new Statistics Dashboard was unveiled on July 1st, after previews at the Tech Expo. While this is a work in progress, the first focus was circulation statistics, which now display traditional data in a new format and in one place, as well as new data, such as to what other NOBLE libraries your patrons are going and whose patrons are using your library. New data also has been rolled out, including more detail regarding Overdrive usage: fiction vs. non-fiction and children's vs. adult titles.

Collection Assessment Reports

After delaying this project for a year, to allow NOBLE and library staff to standardize data, the Reports were reinstated as of July 1st. There will be a meeting about Collection Assessment Reports in the fall.

Telecomm Grant Project

Ron has been very pleased with the performance of the new vendor, FTG Technologies. The grant project consisted of the replacement of all public library switches, the central site router, plus acquisition of a new switch and installing a new already-owned switch. The changeover was accomplished quickly and efficiently, helped by the fact that FTG had visited all the sites, with NOBLE's PC staff, George Lally and Tom Clarke, taking pictures and making notes, in advance of doing the work. The change of vendors is resulting in significant savings on both the install and ongoing maintenance costs. FTG also will be meeting with Ron and Martha to bring a fresh eye to the central site LAN and possibly suggest improvements

Donation Thanks

Thank you notes were received from Laretta Cloherty, widow of Patrick Cloherty, and from Nancy Tracy, Salem Public Library Director, for NOBLE's donation of \$150.00 to the Salem Public Library's book collection, in memory of Patrick Cloherty. Patrick Cloherty was Director of Salem Public Library for 30 years and served on the NOBLE Executive Board for almost 15 years, including as NOBLE President and Vice-President, during a time of many significant changes.

Computer Room A/C

Two new air conditioning units were installed, without charge, as part of the negotiated lease renewal, in early July. It took three visits from the contractor to get the units regulated, but they have been functioning perfectly since. The first full month's bill will be received in late August and will indicate to what extent these new units will reduce NOBLE's cooling costs.

The new AC unit is on the roof, whereas the old unit was located in the back of the building, enclosed by a cage. The hope is to have this old unit removed, and the generator that has been approved for purchase, located in this enclosure.

E-Rate Changes

The Federal E-rate program has been evolving, but not in a way that is favorable to libraries. More paperwork is involved in the application and potential audit process than is worth the current \$600 benefit. The E-rate program shift is more toward end-user services, increasing bandwidth and expanding wireless access. While ALA is encouraging libraries to take advantage of E-rate funding, they also are opposed to the requirement to implement filtering according to the Children's Internet Protection Act (CIPA). Paul Kissman of the MBLC has been approached to be part of a national group focused on libraries and E-rate funding.

ALA

Elizabeth and Ron attended the American Library Association Annual Conference in San Francisco, June 26 – 30. For the first time, there was an Evergreen booth among the exhibits, staffed by Evergreen users from across the country. Ron and Elizabeth spent a couple of hours Friday evening staffing the booth. There were about 80 inquiries, about half were more detailed. Basic booth costs, lower for first-time exhibitors, were funded by the three MassLNC networks. NOBLE also contributed Internet connectivity. The larger Evergreen community is raising funds for exhibiting at future conferences.

Digipalooza

Elizabeth attended the semi-annual OverDrive conference, Digipalooza, in Cleveland, August 5-7. OverDrive is changing their backend architecture and hosting to improve response time. They also will be improving the user interface, making format and availability more obvious and providing more direct access to reading and listening once a selection is made.

MassLNC Conference

NOBLE staff members Elizabeth Thomsen, Martha Driscoll, Christine Morgan and Ron were among the presenters at the annual MassLNC conference held on June 4 at Holy Cross. Michele Morgan, Beth Willis and Suzanne Paterno also attended the conference.

On a related note, NOBLE will be the site for the MassLNC-sponsored annual Evergreen Hackaway on November 4, 5 and 6. The Hackaway brings together 15-20 Evergreen developers from all over the

world, to help decide future directions and collaborate on software improvements. Prior Hackaways produced the mobile catalog interface and a decision to move to a web-based staff client.

Tech Expo

There was a good mix of presentations by NOBLE and member librarians at the annual NOBLE Tech Expo on June 23rd.

Virtual Catalog

The transition from the old virtual catalog, URSA, to the new Commonwealth Catalog has been slower than hoped. However, it is expected that this change will be wrapped up by the end of this year. Two other networks, in addition to the three Evergreen networks, needed NCIP connector software written. Training and testing has been going on. Ron feels NOBLE will be in a good position to make the move to the new system.

Phillips Director

Elisabeth Tully has retired from her position as Phillips Academy Library Director. The new Director is Mike Barker, who has been working at Phillips for some time, and also worked at the Harvard Law Library with Phillips Head of School John Palfrey. Mike plans to leverage and expand the library's reach on campus.

Reauthorization of Working Groups

Ron proposed the reauthorization of last year's three working groups – the Electronic and Resource Sharing Working Group (ERDWG), the Collection Management Working Group, and the Circulation Policy Working Group. The working groups automatically expire at the end of the fiscal year and need to be reauthorized for another year, in order to continue. Once authorized, the President appoints the members. Each group needs to have an Executive Board member liaison. Linda Gardener will continue to be the liaison to the Collection Development Group; Pat Cirone and Myron Schirer-Suter are on ERDWG. Martha Holden will be liaison for Circulation Working Group.

Myron Schirer-Suter moved to reauthorize the three working groups, as proposed. Martha Holden seconded the motion. The motion passed.

Personnel Handbook Amendment Vote

This item was postponed, as the Personnel Committee had not yet met.

FY16 Meeting Schedule Vote

The following Executive Board and Member Meeting schedule was proposed:

September - Executive, September 16; Members, September 24

October – Executive, October 14; Members, October 22

November – Executive, November 10; Members, November 19

December – Executive, December 9

January – Executive, January 13

February – Executive, February 10

March – Executive, March 9; Members, March 17

April – Executive, April 13

May – Executive, May 11

June – Executive, June 1; Members, June 9 (Marblehead Luncheon)

Brian Courtemanche moved to approve the proposed meeting dates. Martha Holden seconded the motion. The motion passed.

Vote to Authorize MassLNC Board Reps

Brian Courtemanche and Kathryn Geoffrion-Scannell will be the MassLNC Board Representatives.

MassLNC Update

MassLNC's new part-time developer, Jake Litrell, started on July 1. He's telecommuting from New York City where he is a contract developer for firms like Estee Lauder.

MVLC's Executive Board has voted that they are "leaning toward withdrawing from MassLNC", and eventually Evergreen, at the end of this fiscal year. Brian and Alan also attended the recent MassLNC Executive Board meeting where this news was delivered. The decision still needs to be voted by their full membership, apparently as part of their fall budget process.

C/W MARS and NOBLE continue to be committed to Evergreen and MassLNC. We are working to reconfigure the proposed FY17 budget that had been presented at an earlier MassLNC board meeting. Most of the reduction will come from development, likely eliminating or sharply reducing the new half-time developer position, though we have several months to see his productivity and role in the community. Given the state funding situation, we are not looking for any substantial increase in the MassLNC assessment, but may want to redevote some of the funds in our budget for local Evergreen development into development overseen by MassLNC in the short run.

MassLNC is reaching out to neighboring consortia to maintain our current size, including Bibliomation in Connecticut with whom we have partnered on projects since the beginning, and New Hampshire Evergreen sites. If growing income does not pan out, we may need to reduce or eliminate the project coordinator position, as personnel costs would be significantly greater than the development undertaken. This would be a significant loss, not taken lightly, for beyond overseeing the consensus-building, specification, contract management, testing of software and then getting it into core Evergreen, Kathy reaches out to the community to provide significant information and is a resource to our system use.

Capital Transfer Vote for Telecomm and Training Room PCs

The Board had approved a transfer from the capital account of up to \$50,000 to pay for NOBLE's share of the grant-subsidized telecomm upgrade project which brought new switches to all NOBLE public libraries and a new router and switch for the central site, completed in July. The actual cost for the project was \$38,657.62. Martha Holden moved to amend the original transfer amount to the actual cost. Brian Courtemanche seconded the motion; the motion passed.

Vote to Approve Participation in Social Media Login Pilot

Ron put forth a proposal for NOBLE to be a test site for the MBLC's exploration of the potential use of social media logins, like Facebook and Twitter, to access library accounts. The testing would be done on a fake patron database. Passed unanimously.

Telecomm Policy Amendment Vote

Ron proposed to amend the existing telecomm policy, to prevent any of the member libraries from connecting the library's NOBLE system to any other building systems, such as HVAC, phone and security systems. This amendment is needed to safeguard the NOBLE network and its data.

As revised, the last two paragraphs of the policy will read:

NOBLE-provided lines, software and equipment must be used exclusively for library services, and are not to be used for other purposes, such as HVAC systems, security systems or telephone systems including cell phone hot spots, to maintain optimum security and throughput. Third-parties must not be granted access to NOBLE-supported telecommunications systems by member libraries. While NOBLE will assist and consult as reasonable, construction, troubleshooting and maintenance of library LANs and related equipment beyond the NOBLE router (if applicable) is the responsibility of the library. Any equipment provided by NOBLE remains the property of NOBLE.

Use of the NOBLE-provided telecommunications system for illegal purposes or to transmit threatening, obscene or harassing materials is strictly prohibited. Using library computers and telecommunications system to copy and distribute copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code). In a case where copyright violation is alleged the library agrees to investigate and remove any alleged infringing material as soon as possible.

Patti made a motion to amend the Telecomm Policy as proposed. Martha seconded the motion; the motion passed.

Adjournment

Linda Gardener moved to adjourn the meeting. Myron seconded the motion; the motion was passed.

Respectfully submitted,

Patricia Rogers, Clerk