

NOBLE Executive Board Meeting

September 16, 2015 @ NOBLE

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

Call to Order

The meeting was called to order by President Alan Thibeault at 2:05 pm.

Approval of Minutes

The Minutes from the August 19th Meeting were distributed. A motion to approve the Minutes was made by Martha Holden; the motion passed.

Presentation and Approval of Proposed FY17 Budget with FY 16 Revisions and Salary Schedule

As the status of NOBLE's Capital Account is part of the budget discussion, Ron noted that, although there may be a few more small capital expenditures before the new year, the Capital Account Balance will be \$1,049,951.56, reflecting the cost of the recently completed telecomm project and the purchase of training room PCs. Ron also indicated that NOBLE's Contingency Fund account balance is currently \$750,000, meeting the requirement of covering about six months.

The biggest "red flag" coming into the budget was in regard to income issues, particularly the \$600,000 cut to the MBLC line item that funds networks. Although the exact numbers will depend upon calculation of statewide formulas, which will include NOBLE's telecommunications expenditures, resource sharing, data-base size and ILL activity, looking at some possible scenarios based on data from last year, NOBLE expects to lose about \$45,000 (which would mean an approx. 4% increase in assessments).

Fortunately, there are some positive factors in the income category to offset this loss. The main positive factor is the switch from Atrion to FTG, which has resulted in a telecommunication system maintenance cost savings of about the same amount being lost in MBLC funding.

Also, as a result of savings from the switch to FTG, the FY 16 budget can go forward without a \$50,000 withdrawal from the Capital Account to accomplish level funding.

Every year, NOBLE budgets for a cost-of-living increase of up to 3%, for the salaries of NOBLE staff. This year, the actual cost-of-living increase is only 0.7%, resulting in a savings of \$15,000 in FY16 and FY 17.

In addition, the lease increase is 1.2%, about half of what this has been in past years

Altogether, these favorable factors mean that there will be no increase to the budget's bottom line.

Some costs will be going up, however. Ron highlighted these.

Wages, Salary & Payroll

There now is an additional employee on the Family Plan for health insurance, resulting in a \$13,000 increase to the Health/Life line item.

For FY 17, Ron is proposing a \$20,000 increase over the revised FY 16 personnel figure for NOBLE employees.

Office & Administration

The FY 17 Office & Administration budget is basically level. NOBLE needs a new copier, which will be a capital request. The exact cost is not known at this time. The cost of leasing vs. owning will be considered.

Occupancy Costs

NOBLE is responsible for maintenance of the building interior. There will be a few temporary increases in the Building Maintenance line item, due to the need to do some painting and improve some of the fixtures in the ladies' room.

Ron also is in the process of getting quotes on purchasing and installing a generator, with the goal of accomplishing this before the winter season. This will be a capital request.

Ron expects that the new computer room A/C system will save on electrical costs, although the exact amount is not yet known. Other unknowns are the actual cost of gas energy for both heating the space and running the generator, once installed, as well as shared common expenses for the building, such as snow removal.

The landlord is going to replace the fluorescent fixtures with LED bulbs, in the future.

Computer Support

The State, unexpectedly, is not paying for URSA, which, therefore, will cost NOBLE about \$4400 for the year. This may end up being reimbursed. The State is, however, paying for the operation of the new Commonwealth Catalog. There will coordinated training of the consortia on this, and then the NOBLE staff will train the staff of our libraries.

Because it is expected that MVLC is going to be dropping out of MassLNC, funds have been shifted away from development toward a greater percentage of overhead.

Ron is proposing to take almost \$20,000 from capital funds to cover MassLNC/Evergreen development as well as NOBLE/Evergreen development as the development work is a lasting investment. This amount shows up at the bottom of the "Reimbursement" section of the Budget.

The cost for online services was moved from Continuing Education to Computer Support, with no financial impact.

Data Access

The main factor here is that NOBLE's contract with EBSCO is up in FY2017. NOBLE will be working with ERDWG on this, with recommendations expected in the spring. As a placeholder, a 5% increase on EBSCO products has been used for budgeting purposes.

Telecommunications and Professional Services

This year, there were somewhat higher legal costs as a result of the review of the personnel handbook. The figure will return to normal in FY 17.

Continuing Education

No significant changes are anticipated.

Equipment Upgrade

The issue of replacing the Evergreen server, now 4 ½ years old, will be coming up in FY 17. This will be a separate capital request.

Online Database Services

The OverDrive assessment discussion will begin next month.

Reimbursements

NOBLE is not applying for eRate, as this involves more labor than the amount of money to be received is worth, as the Federal priorities have shifted.

There will be a \$50,000 increase in carryover from the FY 15 budget into the FY 17 budget, as a result of underspending, compared to the past year's FY14 to FY16 carryover.

Members' Assessments

For FY 17, some assessments will go up, some will go down. The formula passed in April 2012, had three components: 75% of the budget is divided equally, 12.5% is based on average rolling 3 years' Circulation figures, 12.5% is based on the number of active patrons in the preceding year. Those figures were frozen for three years. The members' assessment formula and its implementation will need review, especially in light of both pent-up changes and how circulation data is being affected by patrons' use of electronic formats, particularly in academic libraries.

A motion to accept the proposed FY 16 Salary Schedule incorporating the 0.7% COLA was made by Martha, the motion was seconded and approved.

A motion to accept the proposed FY 17 Budget and the FY 16 Revisions was made by Kathryn, seconded and approved.

Approval of Personnel Committee Recommendations for Personnel Handbook Changes for State Part-Time Sick Leave Law

The Personnel Committee recommended that the NOBLE part-time employees, now entitled to a maximum of 40 hours of sick leave per calendar year according to State law, should be allowed to carry over a maximum of 20 hours of sick time from one calendar year to the next.

The Committee also recommended that the wording in Section 5.6 Massachusetts Maternity Leave be changed to be gender-neutral.

Edits for clarity were also made in the life insurance and disability section which do not change the plans or benefits.

A motion to approve the NOBLE Employee Handbook as revised by the Executive Board was made by Linda, seconded and approved.

Adjournment

Brian moved to adjourn the meeting. Linda seconded the motion, the motion was passed.

Respectfully submitted,

Patricia Rogers
Clerk/Secretary