

# **NOBLE Executive Board Meeting**

## **October 14, 2015 @ NOBLE**

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

### **Call to Order**

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

### **Approval of Minutes**

The Minutes from the September 16th Meeting were distributed. A motion to approve the Minutes, with the correction to add Karen Pangallo to the list of attendees, was made and passed.

### **Treasurer's Report**

The Treasurer's Report was presented by Treasurer Karen Pangallo. A motion to accept the Report was made by Pat, seconded by Kathryn, and then approved.

### **Executive Director's Report**

#### LED Lighting

As part of NOBLE's lease renewal, the old-technology fluorescent office lights have been converted to new LED fixtures, a change which is expected to save costs on maintenance and energy. With the new technology, the ability to dim lights in the meeting and training rooms was lost. Ron is getting an estimate for the price of restoring this capability.

#### Annual Audit

NOBLE's annual audit, by CPA Bob Guimond, is almost finished, with drafts of both the financial statements and the State and Federal filings ready for review. No issues have been found. Once completed, Ron will share the results with the Board via email, so that there can be a vote to accept, at our November Meeting.

#### MBLC Funding

The Board of Library Commissioners approved the distribution of network funds at their October 1<sup>st</sup> Meeting. Due to the large influx of MARC records for electronic resources, from NOBLE, the resource sharing part of the MBLC fund distribution turned out better than Ron had anticipated. We will receive \$23,000 more than budgeted for resource sharing and about \$1000 more on telecommunications. Because these funds are still subject to 9C cuts during the year, we will not integrate the changes into the FY17 budget until next summer's budget discussions.

It is worth noting that this year's funding is still \$14,000 less than received for resource sharing, last year, and almost \$10,000 less in telecommunications funding than last year. Infrastructure funding, too, is down. This year's funding of \$13,338 is 20% less than last year's funding of \$16,558.

### Commonwealth Catalog

Progress finally is being made on transitioning to the State's new virtual catalog system, the Commonwealth Catalog or ComCat. Although the end function is the same, the new software works very differently from the old. NOBLE staff members have been trained on the new system and will soon be offering training sessions for library staff. Each member library is requested to appoint a staff person to attend ComCat training at NOBLE. The last day for requesting on the old system is mid-November, and the old system will be shut down on New Year's Eve.

### Internet Privacy Meeting

On September 29<sup>th</sup>, NOBLE hosted an informative session on electronic privacy, conducted by Alison Macrina of the Library Freedom Project and two attorneys from the ACLU.

### **Vote to Recommend FY17 OverDrive Funding**

Ron put together three different funding scenarios for the Board's consideration, showing the impact on individual libraries' assessment if OverDrive funding stayed at \$75,000 (with assessments either based only on prior year's usage, or, as in the past, a 50/50 split between prior year's usage and prior year's assessment, to lessen the year-to-year usage changes' effect on the assessment), or was increased to \$90,000 or \$100,000.

Ron also provided a document showing a comparison of how NOBLE's OverDrive funding compares with OverDrive funding by other Massachusetts networks. NOBLE falls near the middle of the range of funding.

There was a lengthy discussion of the funding options, including the following observations:

It appears that at least \$50,000 is required to purchase all the New York Times bestsellers, for all age groups, in both eBook and audiobook formats, in a quantity to keep holds at the level of 5 or less.

Given our total FY15 circulation of 150,750, for an investment of \$103,822 (including NOBLE Funds, contributed funds and the platform cost), the cost per circulation is \$.69.

Total OverDrive circulation for NOBLE libraries, in FY15, was up 17.4%, over FY14

Approximately \$35,000, from the \$75,000 FY15 OverDrive funding was divided up among the individual libraries participating in the distributed selection process. Elizabeth mainly purchases bestsellers from the NOBLE OverDrive funds, and individual libraries typically purchase items reflecting local priorities.

Offering a larger number of copies of bestsellers in downloadable format may further increase usage of the collection, as a result of more positive experiences by patrons in finding available copies of the titles they are seeking.

The recently improved dashboard will provide much more detailed statistics for OverDrive collection usage, and will help guide our future funding and selection decisions.

At the conclusion of the discussion, Pat moved to fund OverDrive at the \$100,000 level, based on the 50/50 (50% prior year's usage/50% last year's assessment) formula as shown on Ron's spreadsheet. Linda seconded the motion, and the motion was approved.

#### **Vote to Recommend FY17 PC Support Funding**

Ron provided a spreadsheet showing the projected cost for NOBLE's PC support service in FY17. In order to meet these costs, Ron proposed a 4.3% increase in the PC support program costs. This would be accomplished by increasing the per-PC and network printer charge from \$110 per year to \$115. The base fee would remain at \$275. Servers would increase to \$230.

Using NOBLE's PC support services is an excellent value compared to commercial PC support services. Members of the Board also noted their high degree of satisfaction with the services provided by George and Tom.

Pat moved to approve FY17 PC support funding, as recommended by Ron. The motion was approved.

#### **Vote to Approve Capital Transfer for Generator**

Following up on the plan for NOBLE to purchase and install a generator, in the aftermath of electrical outages, last year, Ron indicated that \$56,500 needs to be transferred from the capital account. The generator will be gas-powered, will kick in automatically in a power outage, will have indefinite running time, and will cover all office needs, and heating and cooling, as well as all the power needs of the computer room. The generator will be NOBLE's property and would be able to go with NOBLE, in the event of a move. Ron will find out about the dimensions of the generator, the length of the warranty, and maintenance costs. The goal is to have the generator in operation before winter.

Brian moved to transfer \$56,500 from the capital account for the purchase of a generator. The motion passed.

There also was a motion, as a matter of recordkeeping, to rescind the \$50,000 originally voted in September 2014, to keep level funding for the FY16 budget. The motion was approved.

#### **Credit Card Fee Consideration**

NOBLE will make it possible for patrons to pay fines and the cost of replacement for lost or damaged books, on Evergreen, using their credit cards, when logged into their accounts. The hurdle for implementing this service has been the issue of how the 2.2% credit card convenience fee, plus \$.30 per transaction, will be handled. Ron explained that the other networks, that allow patrons to use credit cards for payments, subtract the credit card costs from the amount being paid to the individual libraries. Ron proposed that we do the same. NOBLE will either issue checks, to individual libraries, reflecting their patrons' credit card payments, on a quarterly basis, or libraries may alternatively choose to receive credit toward their NOBLE fees.

Myron moved to start accepting credit card payments as of January 1<sup>st</sup>, 2016, with a minimum payment of \$1.01, and with the member libraries accepting the cost for this service. Martha seconded the motion and the motion passed.

**MassLNC Update**

MVLC will be leaving MassLNC as of June 30, 2016. The remaining networks in MassLNC (NOBLE and C/WMARS) will meet on November 20<sup>th</sup>, to develop a new strategic plan and budget without MVLC. They already have drafted a FY17 budget, but there still are items to discuss further. Also, MassLNC is looking to expand its involvement with the development aspects of Evergreen, possibly on a fee-for-service basis. There was a discussion of possible directions MassLNC could take to create or become part of a larger group, in response to the loss of MVLC.

**Adjournment**

Martha Holden moved to adjourn the Meeting. The motion was seconded by Brian; the motion was passed.

Respectfully submitted,

Patricia Rogers  
Clerk/Secretary