

NOBLE Executive Board Meeting

January 13, 2016 @ NOBLE

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

1. Call to Order

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

Martha volunteered to record the minutes in the absence of Secretary Patti Rogers.

2. Approval of Minutes

The Minutes from the November 10, 2015 Meeting were distributed and amended as follows:

“#10. Other Business: Myron suggested having NOBLE sponsor a conference or symposium on some selected topic, as other consortia have done. A subcommittee, consisting of Myron, Kathryn and Pat, was formed to explore the possibility of a NOBLE conference.”

Motion to approve Minutes as amended was forwarded by Pat, seconded by Karen, and unanimously approved.

3. Treasurer’s Report

The Treasurer’s Report was presented by Treasurer Karen. Status quo. Motion to approve the Treasurer’s Report was forwarded by Linda, seconded by Pat, and unanimously approved.

4. Planning for Treasurers Succession

President Alan had called Myron to determine whether he would be interested in accepting the position of Treasurer upon the retirement of current Treasurer Karen. Myron accepted. Ron explained that if nominated by Executive Board, Myron would assume this position after the vote of Members on March 17, 2016 and would serve until the term ends in June. In June the members will vote on the next 2-year term. In the brief (approximately 2 week) period between Karen’s retirement and Myron’s appointment, Linda and Alan, as authorized signers on the checking account, will sign any necessary checks.

A Motion to approve the nomination of Myron Schirer-Suter as Treasurer was forwarded by Karen, seconded by Brian, and approved unanimously.

As Karen’s retirement leaves a vacancy on the Executive Board, Alan had asked Diane Wallace if she would be interested in filling the vacancy. Diane agreed and will return to the Executive Board as of the March meeting.

5. Executive Director’s Report

- **Generator** – The new generator was delivered on January 6. Except for the final electrical connection and some gas work, the installation is complete. The electrical connection will result in 3-4 hours of downtime. Date to be determined, but work will start at 6am to minimize inconvenience.
- **Release 2.9.1** – System was upgraded Monday January 11. Most significant changes are to the billing process, eliminating negative balances, which should allow NOBLE to revert to the inherent Evergreen billing process instead of a workaround that NOBLE implemented shortly after Evergreen implementation. The negative balance fix was funded by MassLNC. The Circ.

Policy Working Group will consider options going forward and will make recommendations for billing processes.

- **Credit Cards** – NOBLE set up a separate bank account for credit card proceeds and created a fact sheet for libraries on the Staff Information System. Plans are underway for a soft rollout before the end of the month.
- **ALA Midwinter** – Ron and Elizabeth attended ALA Midwinter in Boston. Ron discussed the “View From the Top” session program featuring top level executives from various automation companies. The composition of these types of programs has changed recently with acquisitions and mergers in the industry, but Innovative Interfaces, ProQuest, BiblioCommons and Overdrive were represented. Rob McGee moderated the session. Elizabeth and Ron also attended a meeting on TIND, a new open source system that is not yet fully developed, and also met with EBSCO reps.
- **HVAC Update** – On January 12 NOBLE experienced an HVAC unit failure in both office units. The front office unit was reset successfully, but the other required a replacement part. While there, the technician installed a new humidifier for the computer room. This unit is connected directly to the water supply, so that NOBLE staff do not have to manually add water as they had in the past with the previous residential-style unit. The humidifier eliminates static electricity which can short out equipment. The \$3,000 cost was paid from the operating budget.
- **Electricity Savings** – After recent HVAC and LED lighting upgrades, NOBLE has realized savings of 34% over the same billing period last year. Although a warm December certainly contributed to this, recent improvements led to lower “peak usage”, the measurement calculated along with actual usage to determine total usage. Electricity savings will be applied to central area maintenance costs (common area Cherry Hill costs) that have gone up this year due in part to snow removal costs in recent years. Annual area maintenance costs are based on previous 3 years maintenance costs.
- **EBSCO Contract** – Present contract expires June 30, 2016. ERDWG will explore options and make recommendations to the Executive Board in March or April. ERDWG will review past 3 years statistics provided by EBSCO and Marlene Heroux of MBLC will provide Gale statistics for comparison.
- **Commonwealth Catalog** – NOBLE transitioned to CommCat on November 13th. NOBLE provided hands-on and large group training sessions for members. The transition went very smoothly for the most part.
- **Memorial Contribution** - NOBLE made a contribution to the Salem Public Library in Memory of Nancy Tracy’s husband, Joe Tracy, who recently passed away. Nancy sent an acknowledgement to the Board.

6. Discussion of Potential New Members

Ron was recently approached by two prospective members, Lasell College in Newton, currently a Minuteman member, and Nahant Public Library, automated through MassCat. Lasell College sees NOBLE as having better opportunities for academics within its membership structure. Nahant receives frequent requests from its members for NOBLE affiliation, and has in the past considered such a move. A recent change of director at Nahant and a subsequent planning survey that identified strong patron interest in joining NOBLE have led to a renewed discussion.

Ron explained the history of NOBLE discussions with Nahant. In 2012, after having been approached by Nahant, the Executive Board passed a proposal for a NOBLE membership structure that would make it

more feasible from a cost perspective for small libraries to make a case for NOBLE membership.

Guidelines for small public library membership were identified as follows:

- Maximum collection of 60,000 items
- Maximum 500 students/6,000 municipal constituents
- No initiation fee/\$20,000 membership fee + databases
- Constituents/collection to be assessed annually
- Voting privileges
- NOBLE would retain Small Libraries in Networks subsidy offered by MBLC to offset startup costs, for at least the first year

Before the vote could be presented to Members, Nahant opted for the MassCat option.

If Nahant were to join NOBLE under the current membership structure, they would pay \$38,458, including EBSCO, or 19% of current budget. Nahant also offers a branch for pre-K through 8 in a separate building and would be assessed an additional branch fee. MassCat automation costs are currently \$4,400, or 2.2% of operating budget

Ron proposed amending the 2012 Small Library Membership proposal to better serve the future interests of NOBLE. He suggested increasing the collection limit to 70,000 in order to accommodate other local libraries that may be interested in exploring NOBLE, and to allow for the combined collections of Nahant. Ron distributed a grid that illustrates the current demographics and network costs of various small public and academic libraries that have approached NOBLE in the past. The Board discussed constituent limits for public libraries and expressed a preference for increasing the proposed constituent level to 7,000. The amended proposal may provide impetus for renewed conversation with some of these organizations, although NOBLE will not actively pursue libraries that are members of other networks. . If the new membership category is approved, Ron will approach Nahant, and if they are interested, he will propose Nahant as a NOBLE Small Library Member to Members for approval.

In the case of Lasell, Ron provided pricing based on the 2017 assessment. He did not mention startup costs, which would likely be minimal as they would be migrating from Innovative, with which we have experience. There is no cost in an open source system, as there was in a traditional vendor relationship, to add an additional library. Lasell's projected cost would be \$37,044 + EBSCO = \$41,727. Overdrive would be minimal, estimated at about \$325/year. Lasell did not respond adversely to the proposed pricing.

Karen forwarded a motion to approve the Small Library Membership as proposed in 2012, amended to increase the collection limit to 70,000 and the constituent limit to 7,000. Linda seconded the motion that was unanimously approved. Kathryn forwarded a motion to authorize Ron to approach both Nahant Public Library and Lasell College based on the guidelines as approved. Myron seconded the motion that was approved unanimously.

7. Capital Transfer for Purchase of New Copier

Ron reported that the office Toshiba copier is 9 years old and replacement parts are no longer available. He explored State Contract options for a new copier, including different vendors and purchase vs. lease. After a review of options, Ron recommended purchasing a new Toshiba that will be quicker and cost essentially the same to operate. The State Contract includes 3 years maintenance.

Ron requested a transfer of \$4,585.71 from NOBLE capital funds to purchase the new copier. After the transfer, the capital balance would be \$988,865.85. Martha forwarded a motion to authorize the transfer from capital to purchase the Toshiba copier under the State Contract, as proposed by Ron. The motion was seconded by Brian and unanimously approved.

Ron also reported that he would be looking into a new telephone system as the current system is at end-of-life. He will look for pricing from the current vendor Datel and the new telecomm vendor FTG. The Board should expect an additional capital request for this within the next few months.

8. MassLNC Update

NOBLE was represented at an all-day MassLNC strategic planning event on December 10, by NOBLE Board representatives Brian and Kathryn, Development Committee representatives Jeff Klapes and Nancy George, and NOBLE reps Elizabeth, Martha and Ron. Project Coordinator Kathy Lussier facilitated the event that was also attended by parallel representatives from C/W MARS.

The discussion generated 3 goals as follows:

- 1) Growth in Membership, in-state and out-of-state
- 2) Collaborative Development, within MassLNC and in larger Evergreen community
- 3) Growing Evergreen expertise, within MassLNC and attracting new developers

Short-term action items include alert development in the circ module; activity metric development for relevancy ranking in catalog searches; cross-references in catalog, and fixing bugs in the web client. In the longer-term, team will work on development partnerships with out-of-state participants next year.

Kathy Lussier met with Equinox reps at ALA Midwinter and discussed, among other topics, search speed improvements. Suggestions included reformatting of indexes and upgrading to a newer release of underlying database software, both of which will be deferred until we implement hardware upgrades to better accommodate the improvements.

9. Other Business

Martha Holden and Diane Wallace representing library networks and public libraries, joined Dianne Carty of MBLC and Greg Pronevitz of MLS at a meeting with MA House Speaker Robert DeLeo on December 21, at the Office of the Speaker. The Speaker identified himself as a library user and supporter. He listened to the concerns of each participant regarding State aid to networks, public libraries, MLS and the MBLC. While not making specific promises, the Speaker was very receptive of the message, particularly regarding the services that directly impact constituents, including collections, programs, hours & access, and resource sharing and technology.

10. Adjournment

A motion was made by Brian to adjourn the meeting.

Respectfully submitted,

Martha Holden
Acting Recording Secretary