

NOBLE Executive Board Meeting

February 10, 2016 @ NOBLE

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

1. Call to Order

The Meeting was called to order by President Alan Thibeault at 2:00 pm. Alan thanked Karen Pangallo for her service as Treasurer and as a member of the Executive Board, and gave her a thank you gift.

2. Approval of Minutes

The Minutes from the January 13th Meeting were distributed and approved. A motion to approve the minutes was forwarded by Patti, seconded by Karen, and unanimously approved.

3. Treasurer's Report

Treasurer Karen Pangallo presented her final Treasurer's Report. She highlighted Paula's notes regarding Line Item 65205 (Furniture/Small Equipment), recording an overexpenditure on chairs for staff; Line Item 65330 (Evergreen Software Maintenance) showing a 2% increase in Evergreen maintenance; and Line Item 65810 (Hardware/Software) reflecting the purchase of new PCs for the Systems Manager and the Technical Assistant. A motion to approve the Treasurer's Report was forwarded by Myron, seconded by Pat, and unanimously approved.

4. Executive Director's Report

Credit Cards

The NOBLE staff has been doing a lot of work to prepare for credit card payment implementation – making the screen layouts and language more consistent, improving the display, and making the process more mobile-friendly. They also have been working on setting up formulas for generating the reports that will be going to each library to document credit card payments made by the library's patrons.

In regard to the credit card payment service provider, Pay Pal is requiring an unexpected extra fee of \$30.00 per month (for Pay Pal Pro), by NOBLE. This makes Pay Pal less attractive, compared with an alternative service provider, BluePay. However, BluePay seems not to be compatible with Evergreen.

Generator

Installation of the new generator has been proceeding, with the unit in place and most of the wiring done. It turned out that a new gas meter and regulator were needed from National Grid, and these now have been installed. Next, arrangements need to be made, by the electrical contractor, for the gas piping and final electrical connections.

Site Improvements

New fixtures -- faucets and toilets -- were purchased and installed in the women's room. NOBLE currently is seeking quotes for painting in the public areas. Two quotes have been received for a new telephone system; these need to be compared

EBSCO Renewal

NOBLE is still working on the EBSCO renewal. Usage stats are being gathered for ERDWG to review. The

stats show a high level of usage and have been steady over the past six years. EBSCO exclusive titles represent a large percentage of the most requested full text titles.

Social Media Login

A list of potential third party log-ins to look at has been created. NOBLE participates in semi-weekly conference calls. Ron anticipates that this exploration should be wrapping up in the next month or two.

Digital Heritage/Digital Public Library of America

Elizabeth and Ron attended a DPLA session at Phillips Andover, in late January, introducing their curated primary source collections on topics to be used in the classroom. They expect to expand the current 60 collections to a total of 100, over the next few months. NOBLE plans to make changes to NOBLE Digital Heritage to achieve more flexibility.

MassLNC

Mass LNC has been working on the outside Development Partners plan for FY 2017, creating a structure for Kathy Lussier to do Evergreen development and administration on a consulting basis, in anticipation of MVLC leaving MassLNC. An announcement has gone out to the Evergreen community. The expectation is that Bibliomation, in Connecticut, and the Howe and Rogers Libraries, in New Hampshire, will be first-year participants.

There is going to be high-level meeting with the Equinox President and VP in early May to discuss search and relevancy in the Evergreen catalog. There also will be work done on “see” and “see also” subject heading references in the catalog.

5. Vote to Ratify Long Overdue Billing Process

Pat moved to ratify reinstating the Evergreen long overdue billing process, blocking and billing at 42 days, the timeframe that has been in place since June, 2012, as recommended by a consensus of the Circulation Policy Working Group members. The motion was seconded by Karen. There was unanimous approval.

6. Vote on Lease Space Reduction

Ron explained that there was a small triangle of underutilized closet space in the computer room that juts out into the neighboring space that the landlord is interested in reclaiming. If the we turn the space back to the landlord, we would expect a small reduction in our lease cost, as the space is approximately 45 sq. ft .

Karen moved to authorize Ron to negotiate and Alan to sign documents to accomplish the lease space reduction described by Ron. Pat seconded the motion, and it was passed unanimously.

8. New member Update

There was nothing definitive to report.

9. Other Business

Nancy Tracy, Director of the Salem Public Library, is retiring. She has recommended having Tara Mansfield, Acting Director, take Nancy’s place on the Circulation Working Committee. Alan would make this appointment.

10. Adjournment

A motion was made by Brian to adjourn the meeting.

Respectfully submitted,

Patricia Rogers
Clerk/Secretary