

# **NOBLE Executive Board Meeting**

**April 13, 2016 @ NOBLE**

Present: Ron Gagnon, Elizabeth Thomsen, Martha Driscoll, Alan Thibeault, Linda C. W. Gardener, Martha Holden, Patricia Rogers, Myron Schirer-Suter.

## **1. Call to Order/Welcome**

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

## **2. Approval of Minutes**

A motion to approve the minutes of the March 9<sup>th</sup> Meeting, with a correction to the spelling of "Lasell," in Item 9, was forwarded by Myron, seconded by Martha, and unanimously approved.

## **3. Treasurer's Report**

The Treasurer's Report was presented by new Treasurer Myron Schirer-Suter. It was pointed out that budget line item 65805 is overspent, because the 3-year renewal of the domain security server came up, which cost more than budgeted. Martha moved to accept the Treasurer's Report; the motion was seconded by Linda and unanimously approved.

## **4. Executive Director's Report**

### Evergreen Oversight Board

Ron has been elected to serve on the Evergreen Oversight Board for a three-year term. The Board meets once per month online, and at the annual conference. "The Board is the central administrative body of the Project. The Board is responsible for the overall policy and direction of the Project." Much of the discussion involves the Evergreen project relationship with its fiscal agent, the Software Conservancy, safeguarding trademarks and especially approving the location and budget of the annual conference, but not running the conference. There are twelve Board members. The Software Conservancy is a 501(c)3, that serves as a fiscal agent, providing structure and legality for a number of open source projects.

Ron was nominated by Kathy Lussier, who had previously served on the Board. Ron was also asked to consider running by an Equinox VP, Galen Charlton, also a former Board member.

### Change of Voice Provider to Comcast

NOBLE will be changing its voice line provider to Comcast later this month, coordinated with the installation of its new phone system. This is tentatively scheduled for April 26th. The new phone system includes caller ID capability, which NOBLE would like to take advantage of, but adding it to NOBLE's Verizon service would have increased the monthly cost by over \$40 per month. While the Comcast package is not much cheaper than that, it includes long distance, which is a separate bill with Verizon. NOBLE also has had some billing issues with Verizon, while they have a higher level contact person at Comcast due to their many library lines which make NOBLE a premier customer. The new phone lines from Comcast will be a completely separate line from NOBLE's Comcast Ethernet Internet service, so a failure on one will not affect the other.

### Generator

NOBLE's generator was tested and activated on April 4<sup>th</sup> and is now fully automatic and operational. Two loose ends remain, a roof over the enclosure, as the area typically packs with snow blowing off the

building's roof, and pricing for a module that would allow staff to monitor the status of the generator online (including from home during a storm, etc.).

#### Digital Commonwealth Conference

Elizabeth, Beth Willis and Ron attended the 10<sup>th</sup> annual Digital Commonwealth Conference at Holy Cross last week. Elizabeth has been President this year and, during her term, they renegotiated their agreement with the Boston Public Library which has really spurred a new energy in the project. This was their largest conference ever, with 190 attendees. Beth Willis also attended the New England Tech Services Librarians conference on Friday, also at Holy Cross.

#### Upcoming Conferences

Elizabeth is attending DPLAfest in Washington tomorrow and Friday, including sessions at the Library of Congress and the National Archives. This is an annual series of workshops, presentations, and discussions. DPLAfest brings together librarians, archivists, and museum professionals, developers and technologists, publishers and authors, teachers and students, and many others, to celebrate DPLA and its community of creative professionals. The fest takes place in different locations each year and is open to the public.

Next week, Ron and Elizabeth will both be attending the Evergreen International Conference in Raleigh.

There is a positive write-up on open source systems in the new April *Library Journal* systems issue.

#### Booking Module in Evergreen

Following up on the request of the last Executive Board Meeting, NOBLE is looking into the possibility of adapting the booking module in Evergreen, to be used for reserving museum passes, rooms, equipment, etc. Ron has spoken with Kathy Lussier a few times, initially at the last MassLNC Board meeting. C/W MARS' executive director and the network president were also there and very interested. NOBLE staff is going over the functionality currently present to see what is missing. So far, because the module is designed as a staff module and is rudimentary, it appears that there could be significant development costs involved. NOBLE will be meeting with some library staff, currently using the Library Insight and Plymouth Rocket packages, as well as home-grown systems, to get a greater understanding of what features would be needed.

#### Evergreen Servers

NOBLE has begun discussions with Equinox about recommendations for server specs and setup services needed for replacement of the server. This is likely to be a summer project. Ron expects to be coming to the Board with a funding transfer request to cover the upgrade costs, to add capital funds to MBLC Infrastructure funds (approx. \$30,000). The Evergreen production server is a collection of 18 separate servers. This project will replace only key components, such as the database server and several pieces related to this.

The project will also involve moving up a couple of versions of the underlying PostGres database software, that underlies Evergreen, probably including some database reindexing and moving to Evergreen release 2.10.

#### Social Login Project

MBLC's Social Login examination process is wrapping up. There has been a lot more involved in this than was realized at the outset, and it is not the panacea that was hoped for. The exploration has involved

conference calls every other week for several months and reviewing documents. We have received a draft of the final report, and will be attending the upcoming Commissioners' meeting, the first week in May, and also addressing the topic with the network administrators, either at the May meeting at CLAMS or via a conference call with the consultants.

Using social logins to access NOBLE systems and resources is not something Ron will recommend doing. It involves contracting with a third party intermediary whose business model is to collect and sell data. While there may be ways to secure our data, the cost, staff time and constant vigilance about data security, particularly as the third party could change policies, ownership, etc., would outweigh the benefits. This can be taken up in more detail when the report is released.

#### Circulation Policy Working Group

In addition to the notice standardization proposal, taken up in a later agenda item, the Circulation Policy Working Group is also studying the standardization of loan periods, which was a part of their commission. A brief survey last week showed support for standardization in the abstract, by about an 80/20 margin. The working group will do an additional survey with more specifics, and will likely request time on the June Members' Meeting agenda for a discussion with directors. The timing will mean that their work will likely stretch into the next fiscal year, but should wrap up early in that year.

#### House Ways and Means Budget

The Budget figures will be released at noon today.

### **5. Vote to Recommend Renewal of EBSCO Contract**

Note: This item was taken up before item 2, due to Elizabeth Thomsen's need to leave.

Ron distributed a document showing usage statistics for EBSCO products. Usage is steady or increasing for full text databases that are part of the basic package. Half of the most heavily downloaded periodical titles are exclusive to EBSCO. NovelList Select has been an important addition to the catalog, although it is difficult to collect quantitative data on this. "Similar titles" and "series titles" are the most popular click-throughs. NoveList Plus, which you need to purchase, in order to have NoveList Select in the catalog, is underutilized, but this presents an opportunity for promotion and training, in the future.

The pricing that we have is an excellent deal. It is essentially the original price offered to NOBLE in 1995 for one database, increased only 2 or 3% per year for inflation, over the years, and EBSCO is continuing to offer this preferred rate to NOBLE. Lasell, for example, is paying \$40,000 - \$50,000 for just two databases, a typical cost for current customers. On principle (i.e., without actual cost figures), both the Electronic Resources and Database Working Group and the Collection Management Working Group have recommended renewal of our current NOBLE-wide package of periodical databases, NoveList Plus K-8 readers advisory service and NoveList Select catalog enhancement package. Martha moved to recommend Option 1, the renewal of the current EBSCO package for another three years, to the members. Linda seconded the motion; the motion was unanimously approved.

### **6. Vote to Recommend Standard Notice Schedule**

Up to now, the schedule of notices to patrons has varied from library to library. All libraries are sending an email reminder notice two days before items are due, as well as a notice 42 days after the due date; reminders in between these two points are inconsistent among NOBLE libraries. The CPWG is recommending a standardized schedule, plus the opportunity for patrons to opt into a schedule of more frequent reminders.

Martha moved to accept CPWG's recommendation for a Standard Notice Schedule: *The CPWG recommends that public libraries send mandatory notices to patrons two days prior to the item due date, at 14 days overdue, at 42 days overdue (long overdue/bill notice), and at six months overdue. The committee also recommends that opt-in notices be made available for patrons at five days prior to the due date, on the due date itself, and at seven days overdue.*

Linda seconded the motion; it was unanimously approved.

### **7. Lasell Membership Update**

After the vote at the Members' Meeting to accept Lasell College, Ron emailed Del Hornbuckle, the Lasell Library Director, to congratulate her on being accepted into NOBLE. It turned out, however, that the contract the prior director signed with Minuteman requires that notification to withdraw for the coming fiscal year be given by the prior October 1st. Lasell did not give this notice, so they are committed to Minuteman for FY17. On the positive side, they have worked through and satisfactorily resolved their EBSCO situation. Lasell will plan to join NOBLE for FY 2018.

There is no impact on NOBLE's FY17 budget, since none of this had begun at the time we planned and voted our FY17 budget. The change will give NOBLE a full year to work with Lasell to plan their data migration. Lasell will need to follow up with Minuteman to see what data they can get, and in what format.

In regard to NOBLE's requirements for advance notification of withdrawal, Ron pointed out the following clause in NOBLE's bylaws:

2.5 Resignation of Membership. A Member may resign from membership upon written notice given to the President at least one (1) fiscal year prior to withdrawal. A Member who has resigned or whose membership has been revoked as provided below shall receive no refund on unused portions of any of their paid annual costs.

### **8. Other Business**

Alan will be a one-person Nominating Committee for next year's slate of officers, to be presented to the NOBLE Executive Board in May. The office of Clerk expires each year, and Treasurer is a two-year term.

### **9. Adjournment**

A motion was made by Patti to adjourn the meeting.

Respectfully submitted,

Patricia Rogers  
Clerk/Secretary