

# **NOBLE Executive Board Meeting**

## **October 12, 2016 @ NOBLE**

Present: Ron Gagnon, Alan Thibeault, Linda C. W. Gardener, Diane Wallace, Brian Courtemanche, Patti Rogers, Elizabeth Thomsen, Martha Holden, Pat Cirone and Myron Schirer-Suter.

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

The Meeting was called to order by President Alan Thibeault at 2:10 pm.

### **2. Approval of Minutes**

There were no minutes ready for approval.

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

No report.

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

Bug Squashing Day for Evergreen, held here at NOBLE, on September 29 was a success. Some new bugs were identified and some others fixed.

The Comcast upgrades for internet speed were accomplished with no cost increase for main libraries, and with a \$10 per month cost for branches. Staff and public will notice the change, although perhaps not on wireless.

The Ebsco grant for \$10,000 will allow for Evergreen improvements. Ron reached out to make this happen after seeing publicity for the grants given by Ebsco. Hopefully we will be eligible for further grants of larger amounts in the future. A joint press release will be issued soon.

In other development news, NOBLE has signed a contract with PaILS, a Pennsylvania Evergreen consortia, for a project concerning patron buckets. They've identified the work and we support it so we're contributing as well. This will allow us a seat at the table and a say in the project. Patti asked about using patron info to identify patrons by age group as her board has asked her for it. Elizabeth will look into this report.

NOBLE hosted a meeting of academic library directors on October 4, 2016. There was discussion about their needs and we're investigating some of the issues that came up. They're looking for better statistics for the electronic resources and course reserves. NOBLE staff attended a meeting with MassLNC shortly after this meeting and learned about incorporating course reserve tables into Evergreen and other concerns that academics might have.

NOBLE staff is meeting with Equinox President and Project Manager and C/W MARS staff next week. NELA is next week and Elizabeth is speaking there. Ron will be attending.

Work on the annual financial audit will be completed soon.

## **5. FY17 Salary Schedule**

We inadvertently neglected to vote on the salary increases separately last month when the entire budget was approved. *Brian moves to approve the salary changes, Linda seconded and all approved.*

## **6. FY17 budget adjustments.**

Some adjustments are necessary since the final MBLC figures arrived recently. They are minor tweaks. One change is a shortfall of \$200 in my projections and the other are Comcast changes.

Myron made a motion to accept the changes to the FY17 budget, seconded by Martha and approved by all.

## **7. Consideration of revisions to FY18 Budget for recommendation to members.**

For FY18 Ron talks about the option that funding be taken from capital to offset the proposed 6.5% average increase for that fiscal year. By moving an additional \$35,000 the increase to members is reduced to 3.5%. All Massachusetts networks are experiencing the same budget problem, and some are supplementing with reserve funds. There are two versions of the budget presented today. One maintains the 6.5% increase but updates the MBLC and Comcast changes. The other shows a 3.5% increase with supplementation from capital, as well as the above changes. This would lessen the impact to libraries.

Also, in compiling a ten-year capital budget Ron discovered errors where dividend income is reported. This impacts FY18 income twice, as reduced surplus and reduced projected income. Ron has prepared another projected budget with all corrections. There are no capital projects expected in the coming year. Ron took a look ten years out and identified potential capital projects totally \$713,000. He expects MBLC income of \$130,000 over the same time period and \$32,000 in mutual fund appreciation. Some projects may not have to be done, but they need to be considered as possibilities. There have been no contributions to the capital or contingency funds in recent years and no plans to add to those accounts. There will be more information coming at a future meeting. This was presented as an explanation of Ron's recommendation to adopt the budget with the 6.5% increase rather than the 3.5%. Version three of the FY18 budget is his recommendation now.

Motion to present the FY18 budget that Ron recommends to the entire membership for a vote next week made by Pat Cirone, seconded by Martha and approved by all.

## **8. Overdrive Assessment for FY18**

Ron and Elizabeth have been data crunching to see how NOBLE compares to peer networks based on population etc. Popularity continues to grow in both audio- and ebooks. Hold wait times continue to be longer than we like. \$22,000 in costs has been taken from the overall budget with hopes to move it into the Overdrive budget. Last year we approved an assessment of \$100,000.

In looking at comparative statistics our hold time is double that of peer networks and checkouts per use is half. NOBLE policy allows only 4 checkouts and 10 holds. An increase to 6 checkouts would make more use of the non-holds collection and increase checkouts per user. In terms of budget, peer networks spend 11.6% of total materials expenditures on Overdrive, while NOBLE expended 4.5% in FY17. An increase to 7.7% would mean \$188,000 for materials and \$200,000 overall as \$12,000 is for the server. This is what Ron recommends. We are also trailing other MA networks in spending.

Elizabeth monitors the collection to renew only those books that merit it, and watches holds that need extra copies. There is usually not enough money to renew all titles that need renewal.

Diane made a motion to approve \$200,000 Overdrive assessment for FY18, seconded by Linda. All approved.

## **9. Other business.**

Alan asked about reports for payments now that some patrons are paying online by credit card. Is curious to know about getting documentation for online payments to deal with a patron needing a refund. NOBLE reports are quarterly. Patrons paying in person have a receipt- what do online patrons have? Elizabeth and Ron will look into the issue.

Respectfully submitted,

Diane Wallace

Clerk