

NOBLE Executive Board Meeting July 13, 2017 @ NOBLE

Present: Ron Gagnon, Kathryn Geoffrion-Scannell, Linda C. W. Gardener, Diane Wallace, Brian Courtemanche, Patti Rogers, Elizabeth Thomsen, Martha Driscoll, Myron Schirer-Suter, Theresa Hurley and Michael Hearn.

1. Call to Order/Welcome

The Meeting was called to order by President Linda C.W. Gardener.

2. Approval of Minutes Minutes for March and May 2017 were presented. Motion to approve by Kathryn, seconded by Theresa, all in favor.

3. Treasurer's Report

No questions for the treasurer.

4. Executive Director's Report

Welcomed new member Theresa Hurley from Lynn Public Library.

ALA Presentation – Elizabeth and I attended the ALA Annual Conference in Chicago late last month. We both participated in the Evergreen presentation, Elizabeth moderated the session that included presentations from Debbie Luchenbill of MOBIUS on the Group Formats and Editions functionality, my presentation on the new activity-adjusted relevance functionality, Tim Spindler of C/W MARS welcome as chair of the Evergreen Oversight Board and Galen Charlton's preview of Release 3.0 coming this fall. Galen is release manager for 3.0 and works for Equinox.

Contracted for Audit – CPA Bob Guimond has again been contracted to perform our annual audit and preparation of state and federal filings. The contract letter was signed by Myron last month. Paula has begun to compile the required information. We expect the audit to be completed in early fall.

IRS Appeal Successful – The IRS has approved our appeal of a \$2,600 fine due to two late filings on our retirement plans, one for the NOBLE funded plan, one on the additional staff contributions plan. Bob Guimond provided some useful suggestions for the appeal that I submitted. We paid the fine last fiscal year to avoid interest, awaiting the refund check which is expected in the next six to eight weeks.

Raccoons – We experienced two episodes of raccoons invading our offices, the first two weekends of June. We needed our HVAC contractor here twice to repair the damage to the ductwork, and we have submitted the bill for the first instance to the landlord and in a third visit yesterday our HVAC contractor wrapped up some additional work due to raccoon damage to the rooftop units and I submitted that bill this morning to our landlord.

Complex Sold – As I reported last month, the buildings owned by Brookwood Financial in the park are being sold to RJ Kelly, a family-owned real estate firm based in Burlington. I had met with the CEO and a VP in May when the news broke. We were presented with boilerplate documents to sign as part of the transfer, that were reviewed

by our attorney and signed by Linda, basically confirming that there were no outstanding issues and that we are to transfer the lease and pay rent to the new owners, or their bank if they default. While former owners Brookwood were an investment firm who outsourced any work, RJ Kelly is a real estate firm and maintains a staff of tradesmen. The deal is scheduled to close on or about July 25th.

New Release – We loaded Evergreen Release 2.12 on June 12th and it went very smoothly. Martha also upgraded the underlying system communications software and a bug was discovered that is causing a few error messages during searches. In other Evergreen news, the staff is participating in the testing for the new web staff client that will be completely functional in this fall's Release 3.0, which we expect to load in January. We will be continue limited rollout of the new client over the coming months, and the client was a focus of last month's Tech Expo.

In the catalog, we participated in testing the underlying search speed improvements funded by MassLNC and the results show improvement. That enhancement will also come in the January timeframe. We are working with ERDWG to implement the activity adjusted relevance in the the system over the coming months which will improve the relevancy of titles displayed in catalog searches.

Statistics Dashboard – Annual data for FY17 posted a few days after the close of the year. We've had a request to include the number of unique patrons served. That data will be available monthly starting with July, 2017, and an annual figure will also be included, retroactive to the FY17 statistics and in future annual statistics. We've also been asked to break down unique users by birth decade, and we are working on that as well.

Summer Training – Elizabeth is conducting a series of hands-on training for the new List Maker front end that was developed by NOBLE staff, particularly Suzanne Paterno.

RedLink Demo – Last month we sponsored a webinar on RedLink Library Dashboard, a new product that analyzes use of electronic resources automatically and presents them in a user-friendly, graphical way. There is a \$1,000 discount by booking through NOBLE, reducing the price from \$2,500 to \$1,500. The webinar is still available for viewing, but we had no takers on the product. The discount is supposed to be for every year, not just the first year.

Director and Officer Insurance – Our insurance agent compared the cost for our current Directors and Officers Liability plus Employment Practices Liability coverage from CNA with pricing from Chubb, who came in lower on our main liability coverage. Our current policy is \$447 less per year than Chubb, so renewing existing policy. The coverage provides indemnification (reimbursement) for losses or defense costs in the event an insured suffers a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors.

MBLC Funding – The MBLC line item 7000-9506 which funds the network subsidies came out of the conference committee essentially level funded, a 1% increase. The House budget had included a 5% increase and the Senate a 10% increase. Awaiting Governor's action. Applications for MBLC network funding, and reporting requirements for last years' funds, were recently received and we will be working on those over the next month, due in mid-August

Layoff – June 28 was the last day for one of our two part-time catalogers, Cynthia Zeman. The position was eliminated for FY18 to reduce the assessment increase for FY18.

Another new member, Michael Hearn, from Northern Essex Community College joined the meeting.

5. Procedures for Data Extraction

NOBLE staff has been working to identify work that needs to be done in order to ensure a smooth transition for North Shore Community College and Middlesex Community College when they depart the network at the end of FY18. NOBLE will be providing the two libraries with free bib records. NOBLE staff is unable to spend too much time on this since that takes away from the main work of NOBLE. There is no contract language on institutions leaving the network so Ron contacted the other networks in the state to find out how they handle it. That information is in a handout provided by Ron. It's not yet known if either or both NSCC and MCC will want everything purged from the system. NOBLE can provide MARC records with bibliographic and item data, but beyond that the colleges will need to contract with Equinox if they require more than that. Equinox is familiar with both Evergreen and Koha (their new platform) and should be able to meet their needs. Also Equinox is better suited to handle this since they've done it before and NOBLE staff have not. There would be hours of preparation work before NOBLE staff would be ready to do the real work of moving records. Equinox is also familiar with our system and have a relationship with our staff. For clarification the procedure outlined by Ron should be called the "data extraction and purging procedure" since extracting and purging mean different things. Theresa made a motion to approve this plan, Mike seconded and all approved.

A meeting is scheduled for next week to meet with NSCC and MCC to discuss plans and expectations.

There was also discussion about items that may be checked out at either college and need to be returned to NOBLE libraries, as well as returning college materials before NSCC and MCC leave the system. It's not known when they will be active in their new network, but there is concern about materials that may not be returned on time if the cutoff date is too close to the end of June 2018.

Myron made a motion, Patti seconded to recommend to the membership that libraries end all network transfers with NSCC and MCC by December 31, 2017.

There are also other places such as Overdrive and Ebsco that need to be cleared of MCC and NSCC links.

6. Budget update

In light of the structural deficit in the current year's budget covered by a transfer of capital funds, due largely to a decrease in state funding and a sharp reduction in the prior year's surplus, and in light of future decreased income due to the loss of two members, we are making some changes in the short term to reduce costs.

Two main areas thus far has been a change in the software support contract with Equinox that we have had for the past five years. Due to increased knowledge and experience of the staff, we are moving from a fixed support contract to a pay-as-you-go plan. We will continue to have good support from the main supporters and authors of Evergreen software, but since we rely on them less, the new deal will save us about \$25,000 to \$30,000 per year.

We are also looking to leave OCLC and move to SkyRiver, the bibliographic database service operated by Innovative Interfaces. This also should save us \$20-\$25,000 per year. The Equinox change, and likely SkyRiver, will begin this fiscal year, allowing us to build up some savings.

We are looking at a deficit of about \$125,000 as we plan for FY19 due to departing libraries. As the budget is already lean, layoffs will likely need to be part of the solution, as well as reductions in services provided.

Though we have four years left on our lease, there could be some opportunity to relocate within the park in about a year. Spaces on both sides of us are being temporarily rented by Abiomed. The landlord may be interested in renting all three spaces together in about a year when the temporary arrangement may cease; alternatively, Abiomed, which is in an active growth phase, may be interested in our space as well as the other spaces.

We need to investigate cloud hosting for our servers this year, which is not one of our voted objectives, to be ready if any downsizing opportunities with cost saving materialize, since moving the computer room and related equipment would be the most costly, complicated and limiting part of a move.

7. FY18 Meeting Schedule, Executive and Members

Ron presented a schedule that avoids major conference dates. Diane moved to approved, seconded by Theresa and all in favor.

8. Appointment of FY18 MassLNC Board Representatives.

NOBLE needs two representatives in addition to Ron. There are bi-monthly meetings at different locations. Kathryn and Brian have been serving as representatives. Diane offered to serve and Brian will remain.

The MassLNC Development Committee needs four reps and Elizabeth. All on the current slate will continue.

9. Other Business

NOBLE Working Groups need an Executive Committee liaison. Patti volunteered to join the Collection Management group and Theresa will attend the meetings of the Resource Sharing group.

10. The meeting adjourned at 4:35 pm.

Respectfully submitted,

Diane Wallace
Clerk