

NOBLE Executive Board Meeting

August 9, 2017 @ NOBLE

Present: Ron Gagnon, Kathryn Geoffrion-Scannell, Linda C. W. Gardener, Diane Wallace, Brian Courtemanche, Elizabeth Thomsen, Martha Driscoll, Myron Schirer-Suter, Theresa Hurley, Michael Hearn, Rex Krajewski, MaryAnn Niles and Amy Lannon.

1. Call to Order/Welcome

The Meeting was called to order by President Linda C.W. Gardener at 2:02 pm.

2. Approval of Minutes Minutes for July 13 and July 19 were presented. Motion to approve both by Mike Hearn, seconded by Kathryn. All in favor.

3. Treasurer's Report

No questions for the treasurer. Audit ongoing.

4. Executive Director's Report

Ron circulated a thank you note from Martha Holden.

Credit Card Reconciliation – Have been working to streamline the credit card reconciliation process. It is very time consuming to reconcile the Stripe credit card reports with Evergreen to divide up the payments and allocate the processing costs, taking Paula hours per week.

Martha and Michele have revised reports to facilitate the process, and identified a bug in Evergreen.

Landlord Change – Our building, and others in the park, were acquired by RJ Kelly of Burlington, as anticipated. The prime maintenance service contact is staying with the park and moving to the new company, so service should be reasonably consistent. Unfortunately reimbursement for HVAC costs due to raccoon problems seems to be caught in the transfer, we have sent messages to get this going.

OverDrive's Digipalooza – Elizabeth attended the biennial Digipalooza conference last week in Cleveland. It is run by OverDrive and is an opportunity to talk with other users and company personnel to compare notes and get updates.

July's OverDrive circulation was our highest ever, beating our previous highest month by 10%. Some reasons may include the new, easier-to-use Libby app and the generous donations received from libraries at the end of the fiscal year, as well as more proactive holds curation due to the significantly increased funding with the new fiscal year.

Amy asked a question about an explanation of the purchasing of Overdrive titles for patrons. Availability of Overdrive titles will be displayed in our Evergreen catalog beginning August 10th.

Equinox Contract – Signed contract to change Equinox Evergreen support from a fixed annual cost to an hourly support cost. The small amount of calls as staff has gained Evergreen expertise over the years, should make this a considerable annual cost saving, and these cost savings are built into the FY18 Revised and FY19 budget projection. In subsequent years, starting in FY19, the contract does require an annual system review to be performed by Equinox costing approximately \$10,000, which though costly should provide a good annual checkup.

SkyRiver Cataloging Switch – We have decided to switch over to SkyRiver for our cataloging database, replacing OCLC. This move will save over \$30,000 per year, starting this year. It will require a detailed examination and reconfigure of the process in NOBLE's cataloging center due to differences between the two services. While it has a smaller database, which might mean

some fewer hits, it also far fewer duplicate records to sort through, which should help the process.

The budget documents sent earlier reflect both the Equinox and SkyRiver changes for both this year and next.

Finally, Ron will be on vacation the last week of August into Labor Day weekend.

5. Project FY19 Budget Discussion

We are faced with a unique challenge as we plan our FY19 budget, the loss of two full members. Complicating the situation is that the FY18 budget as voted last fall was subsidized from capital funds to hold down the rate of increase. Here is the summary:

Loss in income:
MCC: \$43,600
NSCC \$41,638
Total: \$85,238

Capital supplement to FY18 budget as voted: \$40,350.

Shortfall total: \$125,588

We have been working over the past several months to manage this situation with some large changes, including moving from OCLC to SkyRiver as our cataloging database and a move from a full support contract to per-hour as needed support. Fortunately we also have a much larger carryover of surplus funds that we had for FY18, yielding the following positive movement for FY19:

Savings:

MARC Records (65420)	\$33,500
Equinox Maintenance (65330)	\$24,000
<u>Greater surplus carryover</u>	<u>\$33,141</u>
Total	\$90,641

However, that still falls far short of the needed amount to balance the budget for FY19 and allow for unavoidable expense increases. After adjustments to individual line items, we were still nearly \$35,000 short, even before the needed cost increases which would generate a 4.3% increase in the average library assessment.

This led us to consider the following moves to close the gap:

Cut Catalog Enhancement (NoveList Select)	\$41,220
Cut PC Support Program	\$26,000 (plus 2% incr or Cataloger)
Cut Part-Time Cataloger	\$23,000(plus 2% incr or PC Support)
Cut Full-Time Position	\$65-75,000 (w benefits)

Instead we used the following collection of budget moves, which Ron believes is the way to move forward:

2.5% Budget Increase	\$26,410
5% PC Support Increase	\$ 4,000
PC Subsidy from PC Reserve	\$14,000
Increase in website hosting	\$ 3,700
Capital for Evergreen Development	\$12,750
Cut Central Full Text Finder	\$ 4,967

Using these moves the FY19 budget still fully supports the PC Support Program. The subsidy from PC Support's reserves cuts the increase almost in half. However, it's not a long-term solution, and assumes that all current libraries continue participating.

NOBLE staffing is retained at current levels. This is important due to major changes in cataloging utility and Evergreen support contracts.

However, all numbers are preliminary and will be refined for next month's presentation. With so much to consider the budget process will begin a month earlier this year. Significant unknowns as of now are:

- MassLNC annual assessment
- Cost of living change July to July (released mid-August). Assumed 2.4% based on recent months.
- Projected audit adjustments.

Capital Funds:

The original proposed budget voted to use capital funds to balance FY17 and FY18, but those subsidies were not used. This resulted in a lack of carryover surplus for FY18. The FY18 need is obviated by changes.

Ron will use capital funds in the FY19 presentation to cover a real capital expenditure, MassLNC software development. The FY19 budget eliminates these funds so the Executive Board would be approached for capital or MBLC infrastructure funds for any identified NOBLE-funded Evergreen development.

6. Membership Withdrawal Discussion

There is no information yet from Equinox on the cost of data extraction/purging after the two colleges leave the network. NSCC is not comfortable paying to purge the database after leaving and MCC would be able to offer \$500 for records. There needs to be agreement on what will be done and how it will be paid for.

A patron purge needs skill and time, and the system needs to be functional throughout. Noble is able to meet the deadline requested to provide the records to the company the colleges contracted with to receive the data, if the colleges are ready and they are. NSCC can be flexible, but MCC would like to get moving and would like the data by August 15 as requested in the June letter. FLO will get in touch directly with Martha Driscoll.

Since there were questions and concerns about the process of moving a library out of the network it's been suggested that the bylaws should be looked at for possible changes. It would be best to establish a sub-committee to work on membership withdrawal. Amy moved to set that up, Kathryn seconded and all approved. Volunteers for the committee are Amy, Brian, Mike, Linda and Myron.

7. Return \$2,500 unused funds to Capital

Ron asks that consulting funds that were unexpended from the Evergreen upgrade be returned to Capital. Moved by Myron, seconded by Mike and all approved.

8. Other Business

None

9. Adjournment at 4:12 pm.

Respectfully submitted,

Diane Wallace
Clerk