

NOBLE Executive Board Meeting

September 13, 2017, NOBLE Office, Danvers, MA

Present: Brian Courtemanche, Ron Gagnon, Linda Gardener, Mike Hearn, Theresa Hurley, Amy Lannon, Patricia Rogers, Myron Schirer-Suter

1. Call to Order/Welcome

The Meeting was called to order by President Linda C.W. Gardener at 2:06 pm.

2. Approval of Minutes

Minutes for August 9, 2017 were presented.

Amendments:

#2: "Minutes for September 13 & September 19" should read "Minutes for July 13 & July 19"

#4: "Overdrive titles will be available in our Evergreen catalog beginning August 10th" should say "The availability of Overdrive titles will be viewable in the Evergreen catalog beginning August 10th"

Motion to approve as amended, by Amy Lannon, seconded by Theresa Hurley. All in favor.

3. Presentation and Approval of Proposed FY19 Budget, with FY18 Revisions and Salary Schedule

Summary of Proposed Budget Presentation

- Loss of two members -- \$85,000 – 8% on assessment
- Proposing a 2.5% increase, all staff and services maintained as present
- Two major moves:
 - Restructure support agreement with Equinox for our Evergreen system, moving from a fixed contract to per-hour support.
 - Annual saving projected in excess of \$24,000
 - Additional \$10,000 saving first year (FY2018) due to system check not required in first year, coming from full maintenance.
 - System checkup a good investment for throughput.
 - Doable due to experienced staff.
 - Move from OCLC to SkyRiver as cataloging source.
 - No transparency in OCLC cost
 - Savings of over \$30,000 per year
 - Additional staff time, at least initially
 - Effective as of September 1, 2017
- Together cover 2/3rds of departing colleges' lost revenue.
- Larger surplus from FY2016 covers remainder, ten times more than FY16 to FY18. Insurance savings and refund, less snowfall reduced Common Area Charges.
- Forego originally voted \$40,000 from capital to underwrite FY18, no capital draw in FY19 operations.
- Actual library assessment changes depend on formula. Proposed additional year of transition to full FTE formula for academic libraries to smooth highest library increase and one library decrease.

- Budget as presented reflects cost of living increase, 2.2% Boston CPI-U July 2016 to July 2017. Pulled from reserve for FY18, traditional 3% reserve included for FY19. Have revised salary schedule.
- Propose 5% increase in PC Support to reduce NOBLE contribution by \$4,000.
- Propose a \$200 increase in web site hosting with \$100 of that going to Jetpack automatic remote backup and security scans. Has been an issue.
- Balances:
 - Capital account \$925,658
 - Contingency \$750,000
 - MBLC Infrastructure \$13,349

Proposed FY2019 NOBLE Budget handout reviewed line by line

Occupancy Costs discussion - Neighboring Abiomed expanding and interested in space occupied by NOBLE. NOBLE under lease through 2021, but owner may offer to move in different suite. Not obligated to move, but may consider if incentivized enough. Proposed new suite is smaller, but workable.

Motion to accept FY2019 Proposed Budget by Amy Lannon, seconded by Theresa Hurley. All in favor.

Motion to accept revisions to FY2018 budget, including Cost of Living Adjustment by Myron Schirer-Suter, seconded by Theresa Hurley. All in favor.

4. New Business

On behalf of the ad hoc committee charged with facilitating the membership withdrawals, Linda Gardener presented a draft MOU for consideration. Minor edits were suggested, and Ron will distribute a revised MOU to be presented to each of the departing libraries.

5. Adjournment at 3:40 pm.

Respectfully submitted,

Mike Hearn
Member at Large