

NOBLE Executive Board Meeting

October 11, 2017 @ NOBLE

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

1. Call to Order/Welcome

The Meeting was called to order by President Linda C.W. Gardener at 2:00 pm.

2. Approval of Minutes Minutes for September 13, 2017 were presented. Motion to approve by Myron Schirer-Suter, all in favor.

3. Treasurer's Report

No questions for the treasurer. Audit ongoing. Some figures may be adjusted, but there's nothing out of the ordinary.

4. Executive Director's Report

MBLC Funds -- At the network administrators on September 26th we received our FY18 allocation figures for state subsidies. The figures presented are 3.9% higher than I included in the budget presented earlier, a difference of \$4,749. We do not need to revise any budget figures, as in some years there have been 9C cut reversions during the year, so the figure in the budget is still a wise figure going forward. When we have all the funds in hand, which are applied to the FY19 operations, we can revise the totals as needed next summer when we prepare the FY20 budget with FY19 revisions.

The 1% increase in the state budget allocation line was not added to this distribution, the totals were the same as last year. The additional 1% was used to balance out some other MBLC line items, particularly administration.

HELM – Also at the network administrators meeting, FLO director Walter Stine spoke of the new mostly community college network they will be hosting, with the acronym HELM. The members, in addition to North Shore and Middlesex are Holyoke, Quinsigamond and Roxbury community colleges, likely Mass Bay Community College, and the Mass. College of Liberal Arts. C/W MARS will be losing three members, Minuteman one and Metro-Boston one. The new system is expected to go live in early to mid-June. They will be members of FLO, according to Walter Stine.

HR Session and ERISA -- While gathered for the network administrators meeting in Braintree, many of the networks and MLS contributed to the cost of a speaker/consultant on Employee Benefit Compliance Issues, an attorney from Foxboro. We have some work to do there. For this year, I am starting by having our auditor, Bob Guimond, also fill out our Form 5500s. There are two, one for the accounts paid into by NOBLE, one for additional contribution accounts from staff. Both are with TIAA. TIAA does provide much of the material needed to complete forms, and Paula has done a good job in transferring the information, but having someone more experienced do the work will help to see that we are not missing anything, and that they will get in on time. The additional cost is expected to be about \$1,000, but this will free up some time for Paula to do other backlog items.

Landlord Discussions – We are continuing discussions with Brandon Kelly, CEO of RJ Kelly, the building owner, on a potential move. I have emphasized that our overriding interest in any move is to reduce ongoing cost without any move costs. We have had no cost proposals thus far. We have toured the potential new location, 42A, the second last space in this building. It is a long and narrow configuration, with fewer windows. It has about 4-5% less square footage. We

have been presented a first draft of how our existing operations could fit into the new space, we are working on necessary tweaks.

We still have 3 ½ years left on our lease, but Abiomed who currently leases space on both sides of us, is interested in additional space and connecting their two existing spaces, and they are driving the discussion. They may also be expanding elsewhere within the building.

Audit – Our annual audit is well underway, as mentioned by Myron, with a draft of the financial statements received and three onsite visits completed. At least one more will be scheduled. No issues have been identified thus far.

Commonwealth Ebook Collection – MLS currently is in the RFP process for renewal of their statewide ebook service. One of the respondents is OverDrive, who is proposing a multi-level service that would allow resource sharing among the levels. I attended the webinar and we are following the process. The resource sharing angle, for among the networks was proposed to the networks in a discussion at the MLA conference in May, by CEO Steve Potash and two networks, Minuteman and SAILS, are currently testing the concept.

5. Memorandum of Understanding with MCC and NSCC

Discussion. It was suggested to change #5 to “Reciprocal Borrowing and Network Transfers”. Also in #5 suggested to change first sentence to read “...cutoff date for patrons to request or check-out materials to/from...”.

Diane moved to accept the MOU with the above changes, Kathryn seconded and all approved.

6. OverDrive Advantage Plus

ERDWG recommends upgrading to OverDrive Advantage Plus because of the curation feature, the ability for each library to create their own OverDrive web page and because libraries could acquire titles for special events such as summer reading or town-wide reads and give local patrons hold list priority. Advantage Plus would only apply to titles purchased with funds contributed by libraries aside from their annual allocation.

Theresa moved to accept the recommendation, Patti seconded and all approved.

7. FY19 OverDrive Budget

As has been done for several years Ron is presenting four funding options for OverDrive.

Discussion. Myron moved to spend \$212,000, Mike seconded and all approved.

8. Purge Record Verification Policy Revision and Patron Purge Policy.

Mike motioned to accept the policy changes, Kathryn seconded and all in favor.

9. Patron Alert Policy Revision

Motion to accept made by Diane, seconded by Mike and approved by all.

10. Privacy Policy Revision

Tabled until the next meeting.

11. Non-Payment Procedure Policy

Needs to be elevated to a policy rather than part of the contract for greater enforceability. The penalty amounts are also out of date. The amounts cited in the last paragraph were about 10% and 20% of a typical annual assessment at the time adopted. To restore that order of magnitude, Executive Board recommends the language be changed to read ten percent and twenty percent, respectively

12. New Member Effort and Subcommittee

This was also tabled for now.

13. Other Business

Diane asked about changes to Wowbrary posting to Facebook.

14. Adjournment at 4:20 pm.

Respectfully submitted,

Diane Wallace
Clerk