

NOBLE Executive Board Meeting November 8, 2017 @ NOBLE

Present: Ron Gagnon, Linda C. W. Gardener, Diane Wallace, Martha Driscoll, Myron Schirer-Suter, Brian Courtemanche, Patricia Rogers, Amy Lannon, and Michael Hearn.

- 1. Call to Order/Welcome** - The Meeting was called to order by President Linda C.W. Gardener at 2:04 pm.
- 2. Approval of Minutes** - Minutes for October 19 and the October 26th conference call were presented. Motion to approve by Amy Lannon, second by Michael all in favor.
- 3. Treasurer's Report** - No questions for the treasurer. Audit complete, adjustments have been made and nothing is out of the ordinary. Tax returns have been signed.
- 4. FY17 Financial Statements** - FY17 Tax forms ready. Moved to approve by Myron, second by Mike and all in favor. It will now be shared with all NOBLE members for their information only.
- 5. COI Forms** - Conflict of Interest forms distributed to all Executive Board members to sign.
- 6. Executive Director's Report**

MassLNC Conference – NOBLE's Evergreen team attended the conference in Devens. NOBLE staff Elizabeth Thomsen, Beth Willis and Michele Morgan presented and Brian Courtemanche gave the welcome as MassLNC President. Jeff Klapes of Wakefield, chair of the development committee co-presented. Sixteen NOBLE librarians attended as well as NOBLE staff. That was a small number for NOBLE librarians so Kathy Lussier, Tim Spindler and I will look at what may have affected that. Next year may consider inviting other nearby MassLNC partners beyond C/WMARS and NOBLE to broaden the range of presentations and interactions.

Search Stalling – NOBLE staff and servers have been key to getting to the root of a serious, but intermittent, search bug that came in Release 2.12. After not solving the problem MassLNC voted funds to pay Equinox to resolve the issue. A fix was installed yesterday, after successfully fixing the problem on the training server. NOBLE staff was heavily involved in providing information and testing.

Internet Issues – There have been a few Internet issues which NOBLE has been looking into for public libraries. Libraries have received notices from Comcast about illegal downloads of films and TV shows. It appears to have been done by a patron using the library's NOBLE connection on their own device. It's not possible to ascertain which workstation or connection. We are working with libraries to place a welcome screen on the wireless access which would remind the public of the acceptable use policy and remind them to avoid illegal activity. This will also allow libraries to get a more accurate count of patrons using the wireless service. No results yet, but will continue to work with Unifi, which has a new release that promises a fix.

Health Insurance- Two NOBLE employees are on Medicare and NOBLE provides Medicare extension coverage through our usual provider at a cost saving compared to regular insurance. The cost for the extension coverage was initially much lower than regular insurance, and no employee contribution was required, as NOBLE was paying less for them than other employees. The cost of the extension coverage has increased over the past few years and they will be required to contribute to their coverage so that the NOBLE subsidy stays on a par with other employees. The extension package is also going down one step for cost reasons, but will still provide coverage equal to or better than non-Medicare staff. The changes are effective January 1, 2018.

7. FY19 Action Plan – This is required by the MBLC for LSTA grants and it's good management practice. On page 2 **items I, J and K** all concern furniture and equipment but in the new space our needs will change. The training space will also be the meeting space. We will need to replace current meeting furniture for wheeled furniture to maximize space. Our tables are 23 years old and not easy to maneuver. Will be gathering prices. Projection equipment and AV may need to be updated or replaced as well. Most of this will happen within FY18.

Item L looks at reinstituting annual refresher sessions on Evergreen for key people in various categories at each library. Could be in person or online. This will ensure bibliographic quality and that a point person knows policies and changes in circulation and resource sharing. There were questions about creating content for teaching. This will be more a review for staff than a test.

Goal 2, items D and E concern streamlining loading of information into the system. Could save a significant amount of time. **Item F** is about a new feature of Overdrive that allows online library card registration. This may be something we can use. More to come. **Item J** concerns expansion of the synonym list. Compound words are not presently included, but we'd like to do that.

Goal 3 continues policy of streamlining and simplifying. Will work on a policy manual.

Goal 4 works on developing the statistics dashboard and how to get there. E concerns hourly circulation and an interface to query the system. F acquisitions and other statistics. **Goal 5** is econtent. Novelist and Ebsco contracts both expire at the end of FY19 so we need to begin looking at usefulness etc. Also statewide databases and Commonwealth Ebook collection are changing. Will need to reassess our participation.

Goal 6 is about the continuity of knowledge and service, and the need to test cloud hosting for reduced costs and less equipment. **H,I and J**- current 5 year plan ending so need to get to work on the next 5 years.

Goal 7 NOBLE sometimes develops services that we don't share, so we'd like to share more. Also misspelled words used to be identified and put into a bucket. We need to implement it again. And, working to expand membership of Evergreen by advocacy, and we also want more libraries to participate with MassLNC. This expands the contribution of ideas, funds and expertise. **H** concerns finding a better way to share Marc records within the state. Diane moves to accept the plan, Myron seconds and all approve.

8. Revisions to Privacy Policy – There are two minor changes due to technology and the changes in the regional system of Mass. Brian moved to accept the changes, Diane seconded and all approved.

9. Update on Move- Lots of changes to plan and a few months delay. The space we're taking is currently occupied and they are not moving quickly. Whenever they move there will be a 60 – 90 day span for the renovations to the space. It could change again, but it will be spring before NOBLE moves.

10. New Member Effort and Subcommittee- Ron followed up with Mike Barker of Phillips about suggestions to recruit more members. His suggestions include first year discount, appealing to library staff, analyzing market, a la carte pricing options, and highlighting shared resources. If we establish a subcommittee Mike will stay involved. Should we consider special libraries such as medical libraries or law libraries? What about more private schools? Museums?

Should we establish a subcommittee to investigate the market? If so, it should be open to any NOBLE members, not just Executive committee. Linda will send an email to Directors to gauge interest. Purpose of the committee would be to identify both benefits and pitfalls of expanding Evergreen membership. What are our opportunities in this area, and how should we proceed? This will be an exploratory committee and not a recruitment committee. Amy moves to set up the committee as outlined, Diane seconds and all approved.

11. MOU with MCC and NSCC – No new information from either library. The MOUs are waiting to be signed at the colleges.

12. Other Business

13. Adjournment - Adjourned at 3:59 pm.

Respectfully submitted,

Diane Wallace
Clerk