

Massachusetts Library System
Executive Board Meeting Minutes July 22, 2010

The meeting of the Massachusetts Library System (MLS) was called to order at approximately 10:12 a.m. on July 22, 2010 at the National Fire Protection Association meeting room by Sal Genovese, President.

Present: MLS Executive Board Members: Donna Beales, Pat Cirone, Karen Davidson-Heller, Jim Douglas, Deborah Lang Froggatt, Sal Genovese, Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire, Sue Marsh, Patrick Marshall, Mike Somers

Ex-officio-Rob Maier, Director MBLC; Michael Colford, LLR; Greg Pronevitz, MLS Executive Director

Mike amended prior meeting minutes by adding “for MLS checks” to motion made to continue the practice used by NMRLS with the addition of one signer.

June 7, 2010 meeting minutes approved as amended. Motion-Deb K; Second-Dee. Unanimous.

Schedule of upcoming meetings

Dee detailed results from survey of member preferences for meeting day. Wednesday afternoon was day chosen by most members. Betty stated that this day was the hardest for her to attend. Monday was next choice of members. Afternoon was definite preference for time. Board decided to schedule next three meetings on the fourth Monday of the month from 1-4 p.m. Dee suggested members can meet at noon for a social lunch if desired.

August 23-meet and greet MLS staff; location- mid-state to be determined

September 27-location-Beverly

October 25-westerly location to be determined

November meeting to be annual meeting. Committee to help Greg plan annual meeting-Patrick, Deb F volunteered. Vicky Biancola to be asked if she will assist. Possible location-College of the Holy Cross in Worcester.

Board member term length

Dee presented results from request for Board members to adjust their preferences for length of term. One year-5 members; 2 years-4 members; 3 years-6 members. It was decided that this uneven number of members per term is acceptable and will rectify itself over the next few years. Board members, term length, and contact information will be posted to MLS website.

Patrick suggested that communication with member libraries stress that the MLS and the MBLC are two separate agencies with different purposes.

Ratification of email vote

An email vote was taken in June on a resolution-Board permits President, Salvatore Genovese, to sign a new five year contract with the MBLC to fund MLS for the provision of reference and research services, interlibrary loan, delivery, and other regional services; and for other purposes related to the operations and funding of the MLS which would not routinely require legal review. Motion made to ratify this resolution which was approved by nine affirmative and zero negative email votes. Motion-Patrick; Second-Dee. Vote: 12-0-1.

New Resolution

The MLS Executive Board permits Executive Director to sign contracts with the MBLC to fund MLS for the provision of reference and research services, interlibrary loan, delivery, and other regional services; and for other purposes related to the operations and funding of the MLS which would not routinely require legal review. Motion-Patrick; Second-Dee. Unanimous.

Credit Cards

Since July 1, 2010, credit cards held by WMRLS have continued to be used to charge some MLS expenses. MLS needs to apply for new credit card to assume the liability for these expenses and remove responsibility from WMRLS cards, which will be terminated as soon as new card is issued. Greg plans (with Board approval) to apply for a credit card with an upper credit limit of \$25,000 through Citizen's Financial Group. A card will be issued to the Executive Director, Assistant Director, and Business Manager (when hired). Motion to approve applying for new credit card-Mike S.; Second-Patrick. Unanimous.

ILL contracts

Contracts with Quincy and Wellesley as ILL centers to receive and fill out of network requests from member libraries were negotiated by SEMLS prior to the merger. \$270,000 per center. Need to approve funds for FY11. MBLC forward funds this item as a Cherry Sheet figure. Motion to accept SEMLS ILL contracts. Motion-Mike S.; Second-Patrick. Unanimous.

Document Delivery

Boston would like to negotiate a 3 year agreement for journal article document delivery services to MLS members. A 3 year agreement will give employee stability for Boston staff performing this function. \$100,000 is budgeted for FY11. Motion to allow Greg to negotiate a 3 year agreement. Motion-Mike S.; Second-Patrick. Unanimous.

MassCat Resolution

Members of MassCat wish to set up an advisory committee to advise MLS on MassCat issues. Committee will consist of up to 12 MassCat members. Committee purpose is to recommend policy to MLS Executive Board. Committee will not institute policies so MLS Board has oversight. MassCat

report should be monthly agenda item for MLS Board meeting. Motion to set up MassCat Advisory Committee. Motion-Dee; Second-Mike S. Unanimous.

Personnel and Budget Committee Chairs

Personnel committee-Sue Marsh volunteered to chair.

Budget committee- Deborah Kelsey as Board Treasurer will be chair.

Committee members will be listed on the MLS website.

Personnel Report

Greg thanked the committee for their work interviewing the Assistant Director candidates. Sue reported that the process worked well. MLS staff participated in parts of the interview process and had the opportunity to discuss candidates with the Personnel Committee. Carolyn Noah has accepted the Assistant Director position and will begin August 9.

Business Manager

Greg amended job description for the Business Manager. Master's Degree for Business Manager candidate is not mandatory because an Assistant Director is now on staff. Motion to accept Business Manager job description as amended by Greg. Motion-Patrick; Second-Dee. Unanimous.

Job will be posted July 23 on the MBLC, MLS, Idealist, and Simmons websites. If few applications are received, Monster.com and the Boston Chapter of SLA job line will be used to solicit additional persons.

Library of Last Recourse (LLR) Report

Michael Colford reported that the Governor approved the FY11 budget with language stating if branch closings or staff cuts occur, LLR funding will be prorated to time prior to closings/cuts. FY12 has possibility of no LLR funding. BPL will try to stay certified in order to apply for grants, etc.

What does MLS want as LLR report each month?

- Pertinent information to MLS and opportunity to ask questions

- What is on chopping block for LLR as result of decrease in funding?

- How LLR funds are spent?

- Statewide database licensing possibilities

Looks like supplemental State Budget will not include LLR funds or State-Aid to BPL if branch closes. Rob stated that the money flows to LLR and BPL until a branch closes.

MLS can take an advocacy role for LLR.

Executive Director Report

Greg added commentary to his written report. Board insurance is in place. WMRLS as a dormant region has reports to be filed by Oct.1 each year.

Board suggested that WMRLS be a monthly agenda item. Sal mentioned that dormancy could be beneficial as MLS explores enterprise activities and the Massachusetts Broadband Initiative works to expand services to western most areas of the state. Rob suggested an attorney consultation at a future MLS meeting to answer Board questions about WMRLS dormancy and its ramifications.

Greg will attend Friends of WMRLS meeting on August 13. A member Open House will follow in the afternoon at Whately location.

State-wide delivery contract with Optima is \$20,000 less than FY11 budget figure.

Safety for staff-personal panic buttons ordered for Whately location; offered in Waltham. Board suggested keeping door locked when only one staff member is present in office.

Greg will accompany Western driver on delivery route next week.

RFP for state-wide delivery contact-appendix of Whately resources (vehicles, space lease, and drivers) added to RFP. New contract will be negotiated for maximum of 3 years because of changing nature of delivery needs.

Greg encouraged Board members to attend Open Houses scheduled in their geographic areas.

Continuing Education-opportunities for classes from other sources such as LYRASIS, Linda.Com, WebJunction discussed. Discount price/reimbursement to member library staff? Is MLS a Lirasis member? Greg will report back.

Should MLS purchase online content instead of lease? EBooks, language software, technology manuals are possibilities.

Summer Reading for FY12 will be as part of national program. Should member libraries share at least part of the cost? Need to know what library receives for cost. Greg to get MLS staff suggestions for answer to cost allocation questions.

Motion to allow Greg to rebid MassCat service contract. Motion-Mike S.; Second-Pat C. Vote-12-0-1.

Working toward new phone network to tie 2 MLS locations together.

Cloud-computing will work well for staff working from multiple locations.

Member library service tracking needs new divisions in addition to former regions, i.e. county, zip code group, by library type, size, and geographic location. Rob mentioned that some reporting of service levels by region will still be beneficial to show that MLS is providing state-wide service to compare with former regional service.

MLS website will be redesigned as time allows. Basic blog was set up to get information out to member libraries for July 1.

Budget-Salary equity will be addressed during year 1. If budget surplus occurs, expenses in certain areas could be prepaid for next fiscal year. Budget must be submitted to MBLC in October.

Each staff member in Waltham is scheduled to work from the office 1 day per week from 9-5. Whately staff is working from WMRLS building. Communication is working. Teams have been formed; they are collaborating and moving ahead as MLS. Things will be adjusted as the year progresses.

MBLC Report

Rob thanked the MLS Board for their past and future work, and Greg and his staff for the good start and their enthusiasm.

Maureen Killoran, MBLC legislative liaison, retired. Her position will be advertised.

Catherine Dibble is new chair of the Board of Library Commissioners.

MBLC will monitor projected levels of service to member libraries and performance levels of MLS, and provide recommendations for permanent location(s).

Board went into executive session at 1:11 p.m.

Board returned from executive session at 1:18 p.m.

Meeting adjourned. Motion-Patrick.

Respectfully submitted,

Betty P. Johnson

Clerk