

Massachusetts Library System  
Executive Board Meeting Minutes July 22, 2013

The meeting of the Massachusetts Library System (MLS) at the Whately office was called to order at approximately 1:23 p.m. by Patrick Marshall, President.

**Present:** MLS Executive Board Members: William Adamczyk, Charlotte Canelli (by phone), Tim Gerolami, Betty Johnson, Ellen Keane, Deborah Kelsey, Dee Magnoni, Margot Malachowski, Patrick Marshall, Bert Saul

Ex-officio: Greg Pronevitz, MLS Ex. Director; Dianne Carty. Acting Director-MBLC

Guests: Catherine Utt; Carolyn Noah; Chris Lindquist, WMLA; John Ramsay, WMLA; Jan Resnick, Commissioner; Katie Krol, Monson; Michael McMahan, Southwick

Minutes from June meeting approved. Motion-Deborah; Second-Will. Unanimous.

**Western Mass. Library Advocates Survey Results**

Chris Lindquist, WMLA, presented an overview of the survey conducted by the Western Massachusetts Library Advocates earlier this year. 127 survey results were tabulated to get feedback to help establish the WMLA agenda, gauge needs of library staff, and determine how best to advocate for libraries. Executive Board members commented that they hoped a common ground can be reached to facilitate excellent service for libraries across the Commonwealth. Are there evidence based concerns or just “rural” legends about WMass needs? Let’s keep the dialog flowing between WMLA and MLS.

**Joint Online Content/Resource Sharing Committee Recommendation to fund a Regional Newspaper Access Grant Program**

Background-The purpose of this grant opportunity is to offset a portion of the costs for starting up regional online access to local newspapers. The Massachusetts Library System (MLS) will be providing temporary grant funding to encourage and support regional access. The grant years will be changed to FY 2014 and FY2015; this is a two-year program with \$75,000 available in fiscal year 2014 and \$50,000 available in fiscal year 2015. Funds will be distributed as available based on the number of requests received and the overall cost of the individual projects. The project must include plans for the project to become entirely self-funded by year three. If grant program is approved by MLS Board, an announcement will be made with a 30 day window for library groups to submit a letter of intent. More money may be allocated if MLS is inundated with proposals.

Motion to accept the Joint Online Content/Resource Sharing Committee Recommendation to fund a Regional Newspaper Access Grant Program. Motion-Will; Second-Margot. Unanimous.

John Ramsay, WMLA, gave a report on his efforts to negotiate a deal with NewsBank for access to local papers in the western part of the state. All libraries in Franklin, Hampshire, Hampden, and Berkshire counties will have in-library and remote access to 10 local papers. The 5 college consortia will act as the fiscal agent. John has already received pledges of payment from some of the larger libraries.

**Disposition of Whately Facility**

Met with WMLA Board to brainstorm on Western Massachusetts library long-term needs at an alternative facility and on alternative uses of possible excess funding resulting from change in location. Reiterated commitment to Western Massachusetts office without need for budgetary language mandate.

WMRLS Board voted in June to seek alternatives including sale to reach goal to provide high quality services statewide. The decision-making process included

- Discussion and review by MLS Executive Board began two years ago
- Commitment of MLS and MBLC
- Cost analysis and fiduciary responsibility
- Discussion with members at Whately meetings

- Support for retaining facility by members and legislative delegation
- Sought tenants for 18+ months with local realtor
- Recommended considering sale in addition to tenants as prudent fiscal policy and facilitate the most efficient operations
- Due diligence for legal process for sale of property with WMRLS as owner and MLS as funder

## **MLS Calendar and Board Handbook Outline**

### Table of Contents (July 2013 Draft)

#### **Job Descriptions**

General responsibilities for MLS and for not-for-profit board members in general

At large member

Treasurer

Secretary

Vice President/President/Past President

#### **Executive Board Calendar**

Typical meeting agenda

Virtual attendance procedures and etiquette

#### **Bylaws**

MLS Policies related to the Executive Board

#### **Plan of Service and Budget**

Annotated sample

#### **Committees**

Description Current and Past Committees

MLS Policies related to Committees

#### **Partners**

Massachusetts Board of Library Commissioners (MBLC) relationship

Relationship with library organizations

#### **Fiscal Manual**

MLS Policies related to fiscal policies

#### **Employees**

Handbook

Job Descriptions

Salary Ranges

Current Benefits

MLS Policies related to employees

Evaluation of Executive Director Guidelines

Greg asked for volunteers for an ad hoc committee to write Board job descriptions. Tim (chair), Will, and Ellen will “meet” by phone.

#### **MLS Plan of Service Update**

Board members received annotated POS with update for 3<sup>rd</sup> and 4<sup>th</sup> quarter FY13.

#### **Evaluation of Executive Director**

Patrick will email an evaluation form to Board for Greg’s yearly evaluation based on goals and objectives.

Board will have a brief discussion next month and meet with Greg in Sept.

#### **Reports**

Executive Director’s Report- attached at end of minutes

Sugar CRM is a tool to track contact with member libraries, i.e. time, expenses, and CE expenses. It includes an app for handheld devices. Numbers will be used to generate reports to more accurately provide cost for service data.

CE and Advisory Report- attached at end of minutes

Financial-Catherine Utt attached at end of minutes

MBLC –

Gale Cengage database assessment will be paid in arrears. September Board meeting will be in Worcester and new legislative agenda and budget priorities will be discussed. New Virtual Catalog will start rolling out in Dec 2013-Jan 2014.

Library for the Commonwealth (LFC) –no report

New Business

Planning is underway for the MLS Annual meeting, November 4, 2013, at College of the Holy Cross, Worcester. Carolyn provided a snapshot of the tentative plans.

“Business meeting

Introduce the new brand

**Keynote:** Building Community outside the box (working title)

Be rattled and inspired!

Christian Zabriskie, Guerilla librarian, is a 2012 LJ Mover and Shaker. He founded Urban Librarians Unite (ULU) to foster communication among employees in New York City's three giant library systems. A great innovator when it comes to building community around library programs and services. Christian is the Assistant Young Adult Coordinator at Queens Library. He coordinated a zombie march across the Brooklyn Bridge to convince Mayor Michael Bloomberg to support libraries, led a massive read-in, planned a children's rally. He organized mobile libraries to support the communities devastated by Hurricane Sandy. We will be encouraged and inspired to make the library the true center of the community. We'll focus on responding to community needs, even outside the traditional library boundary.

Lunch

Table talks

Informal simultaneous presentations by multi-type member librarians to showcase their success stories in community building”

### **Upcoming MLS Executive Board Meetings**

- August 19, 2013 – MLS-Marlb 1-4pm
- September 16, 2013 – MLS-Marlb 1-4pm
- October 7, 2013 – MLS-Whately 1-4pm
- November 4, 2013 – Ann. Meeting; Holy Cross
- December 9, 2013– MLS-Marlb10am-4pm

Adjourn regular meeting at 3:30 p.m. Motion-Will; Second-Tim.

Respectfully submitted, Betty P. Johnson

### **MLS Executive Director Report – July 2013**

#### **Advocacy/Budget**

MBLC reported that budget line 7000-9401 for state aid to regional public libraries.... provided further, that the Board shall provide funds for the continued operation of a single regional library system to serve the different geographic regions of the Commonwealth and required that physical locations be maintained in both eastern and western Massachusetts to serve the residents of those regions; and provided further, that notwithstanding any general or special law to the contrary, the Library of the Commonwealth shall receive not less than 38.3 cents for each resident ...

- Conference Committee Amount: \$9,579,475 (3.6% increase). The Gov. may veto by July 12<sup>th</sup>.

- The Library for the Commonwealth is funded at \$0.383 per capita and receives \$2,354,352, an increase of \$147,532 (6.2%). MLS receives \$7,225,123, an increase of \$200,468 (2.7%).

I presented testimony at a hearing on Bill S.1475 to create a special commission to investigate and study Massachusetts Public School Library programs. The commission will look at everything from how many school districts have licensed school library teachers to an assessment of funding and access to resources, such as computers and digital materials. MLS will have a member on the commission.

### **Gale/Cengage Chapter 11**

It appears that a satisfactory agreement among major creditors has been reached to restructure Cengage finances. The courts need to approve.

### **MassCat**

Nora Blake is continuing discussions with contractors to identify the best means of bringing MassCat into the statewide virtual catalog.

### **MBLC Director Search**

The search was extended to identify additional candidates. The search committee is scheduled to meet in early August with interviews in September.

### **Personnel**

This new position of Resource Sharing Director was posted internally. Interviews are scheduled for late July. Our goal is to hire on or about September 1<sup>st</sup>.

Susan Babb, Youth Services Advisor, resigned effective July 19<sup>th</sup>. The management team is evaluating the best way to fill this position. We plan to have a recommendation in August.

### **PR & Branding Activities**

Anna Popp is leading the branding process for staff orientation and a coordinated launch at the November annual meeting.

### **Statewide eBook Platform**

Deb Hoadley is leading contract negotiations and implementation planning with three vendors for launch in August with 51 pilot libraries. We met with vendors at ALA. We also met with LYRISIS to discuss calling a national meeting to encourage consortia to work together on eBook policies and technology.

### **CE and Advisory Report- Carolyn Noah**

In June, our staff responded to 147 advisory requests. 72 hours were spent on advisory activities. We worked with staff to resolve database issues and solve MassCat problems. We worked with trustees on hiring new directors and with staff on some personnel issues.

We made 15 site visits and spent 34 hours with members in their libraries and 21 hours in travel to reach them. The visits were often to prepare libraries for broadband, orientation sessions for new library directors or meetings with trustees.

We planned 22 programs for 272 members. Five events were cancelled due to light registration. We think we need to re-focus our planning to better respond to member needs. The CE and Advisory Services Committee will be meeting on June 19 to help accomplish that.

*Making Change* on June 13 was a standout event attended by 226 people. Two librarians commented that Making Change was the best continuing education opportunity they had attended, including national training. Kelly coordinated the final weeks of planning and the very complex day itself. Every one of the staff contributed to its success.

In total, our staff spent 60 hours presenting trainings and 20 hours to travel to venues. For FY 13, CE attendance is up significantly, primarily due to more training moving online and some big events that attracted lots of interest.

At this writing, BiblioTemps® has 12 temps in placements and Kelly is working on 10 additional requests.

### **Financial/Business Report-Catherine Utt**

See next page for ending balances for June 2013. Significant end of year purchases or prepayments have been noted.

The annual audit is scheduled for the on-site work the last week of August. Draft reports will be presented to the board at the September board meeting.

### **Delivery**

Sort-to-light began July 11 for 5 CWMARS libraries. Remaining libraries are set to begin July 24, rescheduled from July 18. A set back was experienced due to the CWMARS network being down July 15. Optima and I will meet to discuss the setback and to plan for future network outages. We have experienced other networks going down, but the large size of the CWMARS network makes the backlog of items more problematic when sorting is delayed due to the network outage.

### **Bibliotemps**

See last page for ending balances for June 2013. Year-to-date figures are also included. Bibliotemps had \$516,081.47 in revenue and \$23,417.53 in net income in fiscal year 2013.

Massachusetts Library System Fiscal Year 2013			End Balance June 2013	
Line Item Budget				
	Budget	Actual	Percentage	Comments
<b>I. PERSONNEL COSTS</b>				
A. Salaries and Wages	1,135,121.00	1,087,992.10	95.85%	
B. Applicable Benefits	378,700.00	374,510.22	98.89%	
<b>SUBTOTAL</b>	<b>1,513,821.00</b>	<b>1,462,502.32</b>	<b>96.61%</b>	
<b>II. OPERATING EXPENSES</b>				
A. Books and Other Library Materials				
1. Online Content	1,348,334.00	1,247,122.16	92.49%	Paid 2 yrs Britannica (\$223,100) and ProQuest (\$180,000); First quarter Gale (\$191,000), deposit to Lyrasis for future Gale payments (\$568,241.20)
2. Professional Collection	3,000.00	4,100.22	136.67%	
B. Equipment				
1. Computer Hardware and Software	60,000.00	56,477.34	94.13%	
2. Office Equipment and Furnishings	20,000.00	36,721.99	183.61%	Replaced office chairs that were 10+ years old (\$12,662)
3. Vehicles	0.00	0.00		
C. Office Expenses				
1. Supplies	15,000.00	14,745.44	98.30%	
2. Postage	2,000.00	2,203.40	110.17%	
3. Telephone	15,000.00	13,082.35	87.22%	
4. Printing	5,000.00	2,164.10	43.28%	
5. Travel				
a) In-state	50,000.00	52,061.23	104.12%	
b) Out-of-state	20,000.00	12,187.76	60.94%	
6. Equipment Maintenance and Repair	4,500.00	3,482.44	77.39%	
7. Space Rental/Electricity	178,000.00	194,691.93	109.38%	Paid 5 months ahead for Marlboro rent
8. Audit	25,000.00	41,509.00	166.04%	
9. Other	95,000.00	97,517.06	102.65%	
D. Regional Vehicle Expenses				
E. Contractual Services (Excludes Online Content)	3,030,000.00	3,139,365.31	103.61%	Paid 4 weeks ahead for Optima contract
<b>SUBTOTAL</b>	<b>4,870,834.00</b>	<b>4,922,152.68</b>	<b>101.05%</b>	
<b>TOTAL</b>	<b>6,384,655.00</b>	<b>6,384,655.00</b>	<b>100.00%</b>	
<b>III. SUB-CONTRACTED SERVICES</b>				
<b>TOTAL</b>	<b>640,000.00</b>	<b>640,000.00</b>	<b>100.00%</b>	
<b>TOTAL</b>	<b>7,024,655.00</b>	<b>7,024,655.00</b>	<b>100.00%</b>	

**Bibliotemps  
Fiscal Year 2013**

**End Balance June 2013**

**Line Item Budget**

	Current Month	YTD	Comments
<b>I. REVENUE</b>			
A. Bibliotemps Revenue	45,256.80	516,081.47	
B. Bibliotemps Costs	37,701.77	444,016.68	
<b>NET INCOME SUBTOTAL</b>	7,555.03	72,064.79	
<b>I. PERSONNEL COSTS</b>			
A. Salaries and Wages	2,581.30	33,535.48	
B. Applicable Benefits	610.33	7,794.14	
<b>SUBTOTAL</b>	3,191.63	41,329.62	
<b>II. OPERATING EXPENSES</b>			
A. Equipment			
1. Computer Hardware and Software	0.00	4,564.67	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	0.00	4,564.67	
C. Office Expenses			
1. Supplies	0.00	16.67	
2. Postage	0.00	0.00	
3. Telephone	0.00	0.00	
4. Printing	0.00	748.26	
5. Travel			
a) In-state	143.02	816.44	
b) Out-of-state	0.00	157.60	
6. Equipment Maintenance and Repair	0.00	0.00	
7. Other	0.00	1,014.00	
A. Office Expenses Subtotal	143.02	2,752.97	
<b>SUBTOTAL</b>	3,334.65	48,647.26	
<b>INCOME AFTER EXPENSES</b>	4,220.38	23,417.53	