

Massachusetts Library System
Executive Board Meeting Minutes July 23, 2012

The meeting of the Massachusetts Library System (MLS) at the MLS Marlborough office was called to order at approximately 1:05 p.m. by Dee Magnoni, President.

Present: MLS Executive Board Members: William Adamczyk (by phone), Vicky Biancolo, Charlotte Canelli, Tim Gerolami (1:28 p.m.), Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire, Margot Malachowski, Patrick Marshall, Andrea Taupier
Ex-officio- Greg Pronevitz, MLS Ex. Director; Rob Maier, MBLC; Gianna Gifford, LFC
Guests: Carolyn Noah

Minutes from June meeting approved. Motion-Patrick; Second-Jean. Vote: unanimous

Appointments to Resource Sharing Advisory Committee

Greg presented a roster for the MLS Resource Sharing Committee:

Megan Allen-Assistant Director-Thomas Crane Library, Quincy
Anne Berard-Outreach, ESL librarian-Milford Town Library
Susan Ciccone-Reference-Cambridge Public Library
Amy Hart-Head of Bibliographic Services-Minuteman Library Network- Network liaison
Tom Corbett-Director-Cardinal Cushing Academy, Ashburnham
Elinor Hernon-Interlibrary Loan librarian-Newton Free Library
Deborah Hersh-Reference-Northborough Free Library
Amy Lewontin-Collection Development Librarian-Northeastern University
Ryan Livergood-Director-Robbins Library, Arlington
Sharon Luxe-Teacher Librarian-Fay School
Susan Raidy-Klein-Technical Services-UMass Dartmouth
Tim Spindler-Manager of Library Applications-C/W MARS-Network liaison
Evan Simpson-Head of Research and Instruction-Tufts University
Giselle Stevens-Assistant Director-Newburyport Public Library
Jeanie Vander Pyl-Director-Cape Cod Hospital
Christine Steinhauser-Library/Media-AW Coolidge Middle School, Reading

Staff Liaisons-Greg Pronevitz; Carolyn Noah; Deborah Hoadley

Invited/unconfirmed-Umass Amherst representative; MSLA Liaison;
Sharon Sharry, Jones Library, Amherst; Boston Public Library representative

MLS Board liaison to be determined

Motion to approve MLS Resource Sharing Committee Roster. Motion-Patrick; Second-Deborah. Unanimous.

Appointments to Bylaws Committee

Greg presented a roster for the Bylaws Committee:

William Adamczyk-Thomas Crane Library, Quincy-Executive Board Liaison
Jim Douglas-Nichols College-Executive Board Liaison
James Gleason-Perkins School for the Blind
Kathy Layer-Western N.E. School of Law

Cecilia Roberts-Bunker Hill Community College
Catherine Utt-Massachusetts Library System-Staff liaison

Motion to approve Bylaws Committee Roster. Motion-Patrick; Second-Deborah. Unanimous.

Statewide Newspaper Collaborative Purchase

“MLS has requested pricing from NewsBank and ProQuest for statewide access to Massachusetts newspaper content. It is clear that these vendors are aggressively selling their products to individual libraries as MLS awaits the information we need to plan a collaborative purchase. We requested information from Lexis/Nexis on Massachusetts newspaper content and found they cover only six titles. NewsBank and ProQuest cover all these. We are not pursuing an arrangement with Lexis/Nexis at this time.”-ED Report

Libraries will be asked to contribute towards this collaborative purchase. Catherine and Greg are working on a suggested range of payment. If a library’s local paper is available through this procurement, the expectation would be that their contribution would be on the high end of the range. Hope is to raise at least half of cost from member libraries for this fiscal year, with a goal of total payment by libraries in two or three years. An online pledge form will be sent to all libraries with an announcement of this program and its goal of sustainability and a list of all newspapers included in the license. Statistics for usage will be available.

After clear quotes are received from NewsBank and ProQuest for statewide access to Massachusetts newspaper content, Board will discuss a maximum amount for the MLS matching funds or non-earmarked funds to be used in fy2013. Plan B alternative is discussion with Christian Science Monitor and/or Lyris should this statewide collaborative purchase be unsuccessful.

Suspended meeting to go into Executive Session 1:31 pm.

Resumed regular meeting 1:51 pm

Budget Committee Report/Recommendations

Jean reported on Budget Revision 1 for FY13 to account for the fact that our request for \$1 million more in funding was not approved. MLS was awarded an extra \$100,000 compared to FY12. This money will be earmarked for 3 new positions-an EBook advisor to work on Resource Sharing Initiative based on Douglas County model; IT staff specific to MLS office needs, not advisor; and Office Support. R&D Personnel line item will be renamed to reflect specific focus-EBook, IT, Office Support Personnel. Total change from FY13 Budget to Revision 1 is a decrease of \$900,000. Board will revisit budget next month and vote on Revision 1. The benefit portion of the proposed personnel increase will be separated out for better understanding. One concern about budget is that additional \$100,000 funding is only a one year increase and what happens if the next budget does not include this money. Catherine was ill so further discussion on Audit postponed.

Nominating Committee Report

Jean reported for the Nominating Committee-Dee, Andrea, Vicky, Jean. Four Board positions need to be filled at the annual meeting. Good geographic mix of nominations for Committee to consider. Board will vote on proposed slate in August.

MLS Annual Meeting Update

Carolyn reported that David Gerzof Richard, founder and President of BIGfish-an integrated social media, PR, marketing and social influence firm that specializes in guiding organizations through their

marketing and communication challenges-will be the keynote speaker at the November annual meeting. His presentation will look at “How we tell our story”. After lunch there will be a panel discussion about social media with librarian participation. Food will be served when members arrive in the morning.

Strategic Planning Update

Draft plan will be ready for Board to view in August. BPL is planning to interview Rep. Kate Hogan of the Legislative Caucus and provide her answers to strategic planning questions to the consultant. Next steps:

- Post online for member comment
- Host geographically dispersed open meetings for the membership to discuss plus one phone-in meeting (invite Task Force, Ex Bd members, and staff as hosts and discussion leaders)
- Revise, if necessary, based on comments
- Present to Executive Board for approval
- Present final plan to membership prior to November Annual Meeting

Whately Facility Working Group Update

Greg notified Senator Rosenberg of the Chap 7 ruling. The response from Olver’s office included a letter from USDA stating the USDA was unable to allow us the remedies requested due to its own regulations. The real estate agent has changed agencies; MLS renewed the listing agreement with his new firm-Cohn and Company. The hope is to arrive at a conclusion on the cost/benefits of this facility by late fall, i.e., after the strategic plan is completed. The attorney has drafted new bylaws for WMRLS which will be passed on to the new Bylaws Committee.

Letter of thanks to appropriate state legislators and Governor for budget increase

Greg and Dee will write a letter of thanks explaining that the increase in funding will be used in support of the EBook initiative. Board members should forward this letter to their local legislators.

Reports

Executive Director’s Report attached at end of minutes

Board expressed support of Greg’s proposal to ALA Editions to jointly edit a monograph that is tentatively entitled, Library Consortia in 21st Century. This project will involve a contract and some compensation (\$1-2,000) is likely to result; Greg would prefer to be permitted to use some MLS time and resources on this project and assign all compensation to MLS.

CE and Advisory Report-Carolyn Noah attached at end of minutes

Carolyn reported that after researching the proposed Kindle sharing project, it was decided it is not possible under current Amazon restrictions.

Financial-Catherine Utt attached at end of minutes

MBLC - Rob

New officers. – Chairman-Francis (Frank) R. Murphy of Arlington; Board Vice-Chair-Mary Rose Quinn of Woburn; Board Secretary-Gregory Shesko of Needham.

37 LSTA grants were awarded this cycle. Fenway Libraries Online received a 2 year grant (\$400,000 each year) to procure and run a state virtual catalog system which will be phased in over two years. \$150,000 for MBLC Resource Sharing Committee work, perhaps Douglas County eBook model. \$36000 for pilot customer service survey license from Counting Opinions. Number of libraries receiving LSTA grants and grants to Networks were smaller than in past years.

West Springfield Library was given permission to expand/renovate an existing building with their Building Funds. MBLC is starting a 5 year initiative for public libraries to join network or MassCat. New 5 year LSTA plan is not posted to web yet.

Digital Content working group is looking at business models and will present a narrative summary of best practices between libraries and publishers. A checklist for working with publishers and vendors is to be developed.

Library for the Commonwealth (LFC) – Gianna

The BPL received a LSTA grant (\$147,350) from the MBLC for the second year to continue the digitization service to libraries and cultural institutions across the state. Work will begin on the waiting list institutions on August 1, with a commitment to spend the first \$50,000 of the grant by December 1. This is part of a two-year feasibility study to determine real costs associated with providing the digitization service.

The BPL began circulating select books from the stacks purchased through a Yankee Approval Plan (YAP) which consists of University Press Books and other reference and research-oriented titles. About 100 YAP books arrive each week. Subject department staff decides which books will be added to the research collection and the rest will be shelved in the stacks to be part of the circulating collection. Books will show as circulating in the catalog and be available via ILL or the Virtual Catalog. Statistics gathered in the first year of this program will determine the success of the program with the hopes of expanding the number of previously non-circulating books to circulating.

Other Business

NELA conference scheduled for October 14-16. Deborah encouraged Board members to attend. MLS meeting in Boston will be held in the Johnson Trustee Room on the 3rd floor. Gianna will meet members near the Johnson entrance.

Future Meetings for 2012

August 27 – Boston Public Library 1-4pm

September 24 – MLS-Marlborough 1-4pm

October 22 – MLS-Whatley 1-4pm

November 5 (Annual Meeting) - College of the Holy Cross

December 3 Morning orientation; afternoon Board meeting at MLS-Marlborough

January 21, 2013 – MLS-Marlborough 1-4pm (tentative-for advance planning)

Motion to adjourn meeting at 3:05 p.m. Motion-Patrick; Second-Andrea

Respectfully submitted,
Betty P. Johnson

MLS Executive Director Report – July 2012

Newspaper Procurement-MLS has requested pricing from NewsBank and ProQuest for statewide access to Massachusetts newspaper content. We have yet to receive pricing from NewsBank but have been told to expect it by next week. ProQuest sent pricing that was valid for only nine days ending June 30th. This did not give MLS sufficient time to plan a collaborative purchase program. We asked ProQuest to extend the offer and they declined. We now await a new price quote. Our representative hopes to have prices to us by next week. It is clear that these vendors are aggressively selling their

products to individual libraries as MLS awaits the information we need to plan a collaborative purchase. We requested information from Lexis/Nexis on Massachusetts newspaper content and found they cover only six titles. NewsBank and ProQuest cover all these. We are not pursuing an arrangement with Lexis/Nexis at this time.

Catherine and I are drafting a suggested payment grid based on library size and type to solicit member payments for this purchase. I am not optimistic that we will be able to gather all of the funds from members this year. I would like to suggest that we consider a combination of MLS matching funds to cover the costs for this fiscal year and perhaps next fiscal year, with a goal of sustainability based on member contributions in fy2015.

We should set a maximum amount for the MLS matching funds in fy2013 to allow us to continue with this effort in an accelerated fashion. We are discussing alternatives, should this statewide collaborative purchase be unsuccessful.

Creating a Resource Sharing Vision for Massachusetts-The Statewide Resource Sharing Committee has recommended that it put together a recommendation regarding the implementation of a statewide eContent platform that incorporates many of the Douglas County features.

Strategic Planning-Our consultant met with staff to begin information gathering to create a mission and vision statement. He is meeting with the Task Force later this month for more information gathering. We will present a draft plan to the Task Force in August for review. It will be finalized and presented to the Executive Board for comment, after which I suggest the following steps:

- Post online for member comment
- Host geographically dispersed open meetings for the membership to discuss plus one phone-in meeting (invite Task Force, Ex Bd members, and staff as hosts and discussion leaders)
- Revise, if necessary, based on comments
- Present to Executive Board for approval
- Present final plan to membership prior to November Annual Meeting

Whately Facility Update

- The WMRLS/MLS letter was delivered to Congressman Olver's office and its receipt was acknowledged. The Western Massachusetts Library Advocates group prepared a letter to support our letter with over one-hundred signatures.
- We received a response from the Congressman's office that included a letter from USDA. The USDA was unable to allow us the remedies we requested due to its own regulations.
- We have informed Senator Rosenberg and WMLA about the recent legal opinion on how Chapter 7 of MGL does not affect WMRLS's ability to sell surplus vehicles and the Whately facility.
- Our real estate agent has changed agencies. We have renewed our listing agreement with his new firm. Cohn and Company.
- I hope we can come to a conclusion on the cost/benefits of this facility by late fall, i.e., after the strategic plan is completed.
- Our attorney has drafted new bylaws for WMRLS (see drop box). These will be passed on to the new Bylaws Committee.

Financial/Business Report July 23, 2012-Catherine Utt

Financial Report-The full Gale and Encyclopedia Britannica invoices were paid. Credits for the agreed discounted amount will be issued for complete payment of the two database invoices. Remaining budget funds were paid toward the ProQuest invoice.

After discussion at the June meeting about costs associated with Bibliotemps, all Bibliotemps costs were removed from budget lines.

Delivery-The Delivery Advisory Committee had its second meeting on Wednesday July 11. Discussion involved general delivery issues, revision of delivery policies, and safety, ergonomics and efficiency.

MHEC-An Invitation for Bid (IFB) has been issued for the cooperative purchasing program with bids scheduled to be opened July 31. Additional bids are still forthcoming. Supplies and materials contracts will be in place for September 1.

Continuing Education and Advisory Report June 2012-Carolyn Noah

In June, our staff made 13 site visits to member libraries, spending 32 hours on site and 21 hours in travel. We introduced MLS services to new youth librarians and library directors. We met with directors to begin strategic planning. We responded to 189 advisory requests and spent 86 hours in advisory contacts with members. We travelled for 6 hours to provide these services, but most were delivered by phone (about 100) or email (74). Hot spots this month included the Evergreen transition for small libraries in the C/W MARS service area, enquiries about the new database subscriptions, and summer reading.

Twenty-eight continuing education classes were planned. Four were cancelled – one WordPress class and three roundtables of various types. 200 people attended classes ranging from Accidental Cataloger and Accidental Reference Librarian to Geek the Library and two “Linked in Labs” presented entirely online. Deb Hoadley presented a two-part BISAC workshop online as well. Once edited, these workshops will be available online. Of particular note was an event planned by Mary King called “It Can Happen Here”, about disaster planning for libraries. Its presenters were laden with heroic stories and the setting was the Monson Free Library, ravaged by the 2011 tornado.

BiblioTemps® had 7 active placements in the field. Dodie Gaudet was re-hired as the MassCat cataloger starting July 5.

Scott has been delving deeper into the logistics and fair use of our proposed shared collection development project using eReader. We are at the point of calling potential vendors to describe our proposal to ensure that we are interpreting their licenses correctly.