

Massachusetts Library System
Executive Board Meeting Minutes March 17, 2014

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

Present: MLS Executive Board Members: William Adamczyk, Charlotte Canelli (by phone), Tim Gerolami, Millie Gonzalez (by phone), Betty Johnson, Ellen Keane (by phone), Amy Lewontin, Margot Malachowski (1:53pm), Patrick Marshall, Jacqueline Rafferty (by phone), Bert Saul, Henry Toromoreno, John Walsh (by phone), Sarah Watkins

Ex-officio: Greg Pronevitz, MLS Ex. Director; Dianne Carty, MBLC; Anna Fahey-Flynn, LFC

Guests: Catherine Utt; Carolyn Noah; Steve Spohn; N. Janeen Resnick, Marlene Heroux

Minutes from January meeting approved. Motion-Patrick; Second-Tim. Unanimous.

Notes from February email vote approved. Motion-Patrick; Second-Tim. Unanimous.

‘On February 3, 2014 a motion was made through an email discussion as follows: "The MLS Executive Board moves to authorize the Executive Director and Management Team to expend up to \$30,000 for the expansion and renovation of the Marlborough offices."

The motion was moved by Margot Malachowski and seconded by Bert Saul. Voting was convened online beginning the 3rd and ending on the 4th. The motion was approved unanimously.’

Motion to suspend MLS meeting and reconvene as the WMRLS Board.

Motion-Patrick; Second-Tim. Unanimous.

Meeting suspended at 1:08 p.m.

Meeting resumed at 2:42 p.m.

Remove ineligible libraries from membership

After request for eligibility verification according to MLS policy, the following libraries are no longer eligible for MLS membership. Motion to remove the ineligible libraries from membership.

Motion-Patrick; Second-Tim. Unanimous.

Academic Library-ITT Technical School, Norwood, MA

School libraries (representing one-third of libraries to be contacted)

Non-responding libraries

Angier Elementary School, Waban, MA; Brookline High School, Brookline, MA

Cove Elementary School, Beverly, MA; Elias Brookings Elementary School, Springfield, MA

Indian Brook Elementary School, Plymouth, MA; Mary Lyon Pilot High School, Brighton

McCormack Middle School, Dorchester, MA; Milton Bradley Elementary School, Springfield, MA

Presentation of Mary Academy, Methuen, MA; Randolph Community Middle School, Randolph, MA

Swampscott Middle School, Swampscott, MA; W. Somerville Neighborhood School, Somerville, MA

Ineligible Libraries (no certified librarian on staff this school year)

Hannah Elementary School, Beverly; John F. Kennedy Middle School, Springfield

Luther Burbank Middle School, Lancaster; Old Mill Pond Elementary School, Palmer

Chase Elementary School, Somerset; Converse Middle School, Palmer

South Elementary School, Somerset; Wilbur Elementary School, Somerset

North Elementary School, Somerset; Dorchester Academy, Dorchester

Marlborough Build Out Costs

The Executive Board discussed how to allocate the build out costs for MLS-Marlborough. One suggestion was to take it from reserve funds that were received from our predecessor organizations to avoid impacting operations. The most logical place to pull from, if we decide to use current funds is a reduction in prepayment of database licensing. We will present a forecast for fy2014 year-end spending in April to see if services will be disrupted by using budgeted funds for the build out. The figures below were presented for a discussion today, not action.

When we prepared the budget for fy2014, we planned to add a small amount of office space to accommodate a mediated ILL department with staff of six plus our existing 12 staff workplaces. Subsequent to this planning, we decided to create a Resource Sharing department and to create the Mediated ILL group within the new department.

As we looked at a renovation in Marlborough, we prepared for anticipated changes in the entire organization and built out to accommodate 26 workspaces and a second meeting room. We needed to replace furniture to accommodate more staff as well as add computers, networking, and telephones.

Following is an estimate of funds expended on the build out in relation to the current budget.

Build-Out Costs	Budget fy2014	Build-Out Costs
Lease Provisions/Renovation Costs	\$0	<\$30,000
Network Wiring	\$4,500	\$7,670.50
Phone System	\$3,200	\$6,448.99
Office Equipment and Furnishings	\$20,000	\$40,067.80
Electrical	\$0	\$945.00
Cabinets	\$0	\$11,000.00

Board members expressed concern about the amount of overspending that happened. The Board gave permission to spend up to \$30,000 on the expansion and renovation of the Marlborough offices.

Reports

Executive Director's Report-Greg Pronevitz- attached at end of minutes

Satisfaction survey comparisons to last year's results will be presented at next meeting.

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

Financial-Catherine Utt- attached at end of minutes

Legal fees for the eBook Pilot project and the Whately building sale have caused the "Other" line item to be overspent compared to Budget.

Resource Sharing Director-Steve Spohn- attached at end of minutes

MBLC -Dianne Carty

-Search for new MBLC director is on 3rd round. Initial interviews this week. Full background check will be conducted on finalist before job is offered.

-Budget hearings were March 3. Senator Brewer requested explanation for increases in line item requests.

- Legislative Breakfast season is over.
- Construction Bond bill in Senate. \$150 million hopefully will be approved; \$63 million needed for waiting list libraries.
- Wareham denied waiver; appeal in April.
- Design Institute in November.

Library for the Commonwealth (LFC)-Anna Fahey-Flynn

- Soft launch for Hoopla, a service that partners with library to provide patrons thousands of movies, television, music, and audio book titles. 10 item limit per patron per month.
- LFC road show held in Palmer; it went well despite technical difficulties.
- Gates grant is a Public Librarian Partnership Grant
- Instructional materials available for MLS use

Other Business-none

Future MLS Executive Board Meetings-

April 14, 2014 - Marlborough

August 18, 2014 - Marlborough

May 19, 2014 - Marlborough

September 15, 2014 - TBA

June 16, 2014 – TBA

October 20, 2014 - Marlborough

July 21, 2014 - Marlborough

November 3, 2014 (Annual Mtg) – Holy Cross

December 15, 2014 (Orientation) - Marlborough

Motion to adjourn at 3:56 p.m. Motion-Patrick; Second-Tim.

Respectfully submitted,
Betty P. Johnson, Clerk

Executive Director's Report – March 2014

Facilities

We have had discussions with a local business about a purchase and lease-back provision. They have presented an offer for approval on March 17th. We have informed the Whately Town Administrator that we are expecting an offer and suggested that if they are interested, that they present it for consideration on March 17th.

We have signed a lease amendment to extend our lease for five years (through July 2019) with two three-year renewal options.

New ILL Center staff will open this month. We plan to have new furniture, technology, and fixtures installed by that time. We originally budgeted for a small renovation to accommodate an ILL team. We did the build out planning five years out for the new Resource Sharing Team and expansion of other teams rather than for just an ILL Team. We'll review the build out costs on March 17th.

Personnel-Recent hiring activities: Advisor specializing in small public libraries; Account Clerk II; ILL Center Staff.

Member Forums/Communications-We had a full house at our first member forum, which provided an opportunity to discuss resource sharing plans with members. Will was able to join us and kicked off the meeting. Four breakout sessions followed the presentations as a new communications tool to encourage member feedback and participation in MLS decision-making. We attracted a good turnout of academic libraries (an underserved audience) and were able to have Kelly Woodside and Steve facilitate an informative academic breakout session.

Upcoming events:

- **Training & Professional Development & ILL Focus Forum -- March 28, 2014** at MITRE Corporation Information Services, Bedford

- **Interlibrary Loan Update**--April 11, 2014 at MLS Whately
- **MLS Services Focus Forum – May 7th, 2014 in Worcester at the DCU Center** as part of the Massachusetts Library Association Annual Conference

Statewide eBook Platform-We have signed an agreement with ProQuest for EBL short-term-loan content. Implementation has begun to add this third vendor to the pilot project. We are asking vendors to extend the pilot through June in order to provide more opportunity for user activities through the full spring semester. We hope to present recommendations in the early spring to prepare for a gradual statewide rollout next fiscal year.

Baker & Taylor has been working on our behalf to expand the pool of major publishers. We now have access to content from four of the big five.

I am attending the Book Expo with MLS eBook Team Members and colleagues from other states to host an exhibit and promote favorable pricing and terms for library eBook purchases.

Mediated Interlibrary Loan-Steve and I met with the MinuteMan executive board soon to discuss continuity of access to allow for the smoothest possible transition to in-house MLS mediated ILL services. We are awaiting a proposal from MinuteMan. We are meeting the OCLN executive board 3/13 for the same discussion.

Call for MLS Committee Participation-We will be issuing a call for membership participation on all MLS committees to fill upcoming vacancies.

Statewide Discovery System Committee-The draft RFI is in the final stages of preparation and should be issued by CLAMS shortly.

MBLC Director Search-The Search Committee is interviewing three candidates next week in order to make recommendations to the Commissioners.

Digital Commonwealth-I have served on the Executive Board of the Digital Commonwealth as an ex officio member as MLS Executive Director since 2010. This role has expanded recently when new bylaws made ex officio members voting members.

CE and Advisory Report to the Executive Board March 2014

April Mazza hit the ground running and has been visiting libraries, building links with the MA School Library Association, and planning programs. She's a great addition to our staff. We conducted a recruitment process for our Advisor – Small libraries position and received 29 applications. Anna Popp worked with me to do preliminary interviews, and the whole search team (Anna, Deb, Catherine, Greg and me) interviewed three people. Kristi Chadwick is an excellent match for us and we look forward to her start on April 2. Meantime, lots of us have been working to design a smooth transition. Kristi will be spending some time with Mary between now and March 21 in that effort.

During February, our staff made 13 site visits and responded to 139 advisory questions. Much of the work focused on strategic planning, helping members with Gale Sites problems, new librarian visits, MBI (go-lives) and SLIN (small libraries in networks). April has been making many site visits to school libraries as she establishes herself. We planned 18 CE events, half online. 236 attended. Among the highlights of the month were a member forum focused on Resource Sharing; an Introduction to the Digital Landscape; Let's Talk about Books; 2 Reference Skill Builders – Conducting a health information interview and National Library of Medicine Consumer Health Information.

We've been discouraged by this season's registration and this month cancelled four events due to low participation. Included were: Ports in a Storm (disaster response), Tablets Hands-on; QR Codes; and videoconferencing in libraries. Three of the cancellations were in-person classes planned for Raynham,

Southbridge and Whately. It's hard to discern a pattern, except to note the continuing shift to greater interest in online events.

At this writing, there are 24 BiblioTemps working in the field in positions ranging from Sunday library assistant to Executive Director. Kelly has been selected for Designing and Delivering Online Training: Library CE Institute, an OCLC/WebJunction initiative whose enrollment is limited to twelve. Instructional design is part of Kelly's advisory areas.

Shirley MacLean, Rick Levine and I are better than halfway through the biennial process of updating school library member information and ensuring that libraries are still eligible. More information about that process is contained in a separate document for this meeting.

Financial Report March 2014

See reports for ending balances in February 2014. Some areas of the budget are already or are approaching the total line item amounts due to unanticipated costs related to legal fees and the MLS Marlborough expansion. A forecast of anticipated impacts of the Marlborough build-out and other unanticipated costs will be provided to the board at the April board meeting for discussion.

Staffing-Lida Refah joined MLS on February 19 and has been working with the temp for three weeks to become familiarized with the MLS accounting software and basic policies. Lida has many years of experience in Accounts Payable, with some basic experience in Accounts Receivable and has been adjusting well. She will be taking of duties on a solo basis begin Monday, March 17.

Delivery-All networks with the exception of MBLN, FLO and MassCat are on sort-to-light. Greg and I met with Optima management to discuss the first option one-year extension of the contract. The original contract term expires June 30, 2014. Additionally, we have begun discussions of future strategic steps to continue improving delivery efficiency and will likely have a delivery component to one of the upcoming Member Forums. The Delivery Advisory Committee will be making a call for new members. We invited three current committee members from various parts of the state and sized libraries to continue on so as to have some continuity of historical knowledge.

Coop- MLS and MHEC met with EBSCO to discuss contract compliance issue that came to MHEC's attention. As part of the contract requirements, vendors are required to pay 1% to MHEC on all sales made on contract. Contract terms stipulate that this 1% cannot be passed on to the customer. MHEC began receiving reports from MA libraries that EBSCO was charging this 1% back to the libraries. The meeting's intent was to discuss this issue as it related to the contract requirements and to see if a resolution could be made without violating bidding requirements or contract terms so EBSCO could remain on contract. EBSCO reported they would be unable to comply, so MHEC had no option but to remove EBSCO from contract. We're working to communicate this with libraries so they are aware of the change and their options.

Bibliotemps-See financial data at end of report.

Massachusetts Library System
Fiscal Year 2014

End Balance February 2014

Line Item Budget

	Budget	Actual	Percentage	Comments
I. PERSONNEL COSTS				
A. Salaries and Wages	1,240,855.00	791,495.32	63.79%	
B. Applicable Benefits	399,750.00	221,027.15	55.29%	
SUBTOTAL	1,640,605.00	1,012,522.47	61.72%	
II. OPERATING EXPENSES				
A. Books and Other Library Materials				
1. Online Content - Reference	993,898.00	0.00	0.00%	
2. Online Content - eBook	610,000.00	0.00	0.00%	
3. Professional Collection	3,000.00	3,471.34	115.71%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	36,270.15	58.50%	
2. Office Equipment and Furnishings	20,000.00	874.00	4.37%	
3. Vehicles	0.00	0.00		
C. Office Expenses				
1. Supplies	15,000.00	10,296.47	68.64%	
2. Postage	2,000.00	1,436.64	71.83%	
3. Telephone	15,000.00	9,186.52	61.24%	
4. Printing	10,000.00	6,244.60	62.45%	
5. Travel				
a) In-state	55,000.00	27,237.55	49.52%	
b) Out-of-state	25,000.00	23,427.05	93.71%	
6. Equipment Maintenance and Repair	4,500.00	2,758.34	61.30%	
7. Space Rental/Electricity	169,120.00	76,472.02	45.22%	
8. Audit	25,000.00	23,565.00	94.26%	
9. Other	95,000.00	100,093.29	105.36%	\$37,405.08 in legal fees
D. Regional Vehicle Expenses				
E. Contractual Services (Excludes Online Content)	2,880,000.00	1,723,705.88	59.85%	
SUBTOTAL	4,984,518.00	2,045,654.20	41.04%	
TOTAL	6,625,123.00	3,058,176.67	46.16%	
III. SUB-CONTRACTED SERVICES				
TOTAL	600,000.00	0.00	0.00%	
TOTAL	7,225,123.00	3,058,176.67	42.33%	

Bibliotemps Fiscal Year 2014			
Line Item Budget			
	Feb-14	YTD	Comments
I. REVENUE			
A. Bibliotemps Revenue	37,634.21	230,397.86	
B. Bibliotemps Costs	32,112.01	195,221.94	
NET INCOME SUBTOTAL	5,522.20	35,175.92	
I. PERSONNEL COSTS			
A. Salaries and Wages	2,658.74	23,889.94	
B. Applicable Benefits	565.70	3,771.38	
SUBTOTAL	3,224.44	27,661.32	
II. OPERATING EXPENSES			
A. Equipment			
1. Computer Hardware and Software	0.00	3,375.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	0.00	3,375.00	
C. Office Expenses			
1. Supplies	0.00	0.00	
2. Postage	0.00	0.00	
3. Telephone	0.00	0.00	
4. Printing	0.00	0.00	
5. Travel			
a) In-state	0.00	594.69	
b) Out-of-state	0.00	0.00	
6. Equipment Maintenance and Repair	0.00	0.00	
7. Other	0.00	0.00	
A. Office Expenses Subtotal	0.00	594.69	
SUBTOTAL	3,224.44	31,631.01	
INCOME AFTER EXPENSES	2,297.76	3,544.91	

Resource Sharing Report March 2014

1. Mediated Interlibrary Loan Transition

- Greg and Steve met with the administrators and boards of Minuteman Library Network and Old Colony Library Network to discuss continuity of service for mediated interlibrary loan. MLS wishes to continue to use the "MLN" and "OCD" symbols for lending and borrowing as those symbols are recognized and have "status" with the broader resource sharing community.
- MLS has added numerous opportunities for members to learn about and engage in the mediated interlibrary loan transition.

- Sue, Catherine and Steve have completed interviews for the first round of Resource Sharing Assistants and have hired 3 full-time and 1 half-time people who will begin work in late March/early April. MLS received roughly 80 applications overall for the positions. Two of the new people are internal candidates who had previously worked at one of the ILL Centers.
- Sue, Nora and Steve met with Joan Kranich (C/W MARS) for training to assist the “uncertified” libraries in their use of C/W MARS resource sharing. Sue will take the lead in the area with Mary King’s departure.

2. eContent

- Steve and Greg in various combinations are meeting with members individually and in groups to discuss sustainability models to launch the eBook project statewide this July.
- Steve and Greg are fine-tuning plans with Baker & Taylor and BiblioLabs in preparation for the statewide launch.
- After much ado, ProQuest has finally joined the pilot project, greatly expanding access to content geared toward academic libraries. Deb and Steve are working with ProQuest to launch.

3. Other Activities

- MLS will join with colleagues from AMIGOS, Califa, RAILS and LYRASIS to further partnerships among libraries and publishers at BookExpo America this May. Planning is underway.
- Steve and Greg helped draft the RFI from the Discovery Committee that should be released soon.
- Steve represented MLS at the February 7 legislative breakfast at Mashpee Public Library.