

Massachusetts Library System
Executive Board Meeting Minutes August 22, 2011

The meeting of the Massachusetts Library System (MLS) at the MLS-Marlborough office was called to order at approximately 1:16 p.m. by Sal Genovese, President.

Present: MLS Executive Board Members: Donna Beales (by phone), Vicky Biancolo, Pat Cirone, Karen Davidson-Heller (by phone), Sal Genovese, Betty Johnson, Deborah Kelsey, Deborah Lang Froggett, Jean Maguire (by phone), Sue Marsh, Dee Magnoni, Patrick Marshall, Eric Poulin (by phone), Mike Somers

Ex-officio- Greg Pronevitz, MLS Executive Director

Guests: Catherine Utt, MLS; Carolyn Noah, MLS; Rob Maier, MBLC; Michael Colford, Library of the Commonwealth (by phone); Nora Blake, MLS

Motion to enter Executive session-1:16 p.m. Motion-Mike S.

Regular meeting reconvened at 1:31 p.m.

Minutes from July 25 meeting approved. Motion-Patrick; Second-Mike S. Vote: 11-0-3

Personnel Committee recommendations

Sue M. presented advisor hiring recommendation—"Our recommendation is to combine the Bibliotemps (BT) Manager part-time position as a key responsibility of one of the three advisor positions. The rationale for this is to recruit the strongest candidate with a permanent, full-time benefitted position and allow this individual to have flexibility to address BT issues with more intensity as the program is launched and focus more on other advisory/continuing education responsibilities when there is a lull in BT activities. On the other hand, we will be forgoing the services of about one-half time Advisor. Some of these services will be covered by the use of non-budgeted funds. It would be most advantageous to post all three positions as soon as possible to attract the interest of qualified candidates. We plan to hire them according the following schedule: Position One (to fill the existing vacancy) – soon, Position Two in Fall, Position Three (BT Manager) in Fall.

Motion to approve Advisor Hiring Recommendation. Motion-Patrick; Second-Pat C. Unanimous.

Budget

Deb K led discussion of Budget Drafts Fy2012 rev. 1 and Fy2013 for Board approval in September. Questions about allocation of expenses appearing markedly high for some program areas. It is a problem when using a ratio to allocate a line item budget to the program budget. More work will be done to determine MLS staff time spent in each program area. On-line database fees are pre-paid at the end of fiscal year to use funds not eligible for carry-over. Fuel cost and volume increases are factored into FY12 rev 1. Space rental numbers also reflect utilities. Questions asked about whether passing cost of postage to patrons is decreasing use of mediated interlibrary loan.

Legislative agenda request to add \$1million to MLS budget in fy2013. MLS staffs' brainstorm ideas for use of additional funds to benefit member libraries: Enhance statewide online content, in-person and virtual CE offerings, and advisory capacity; fund pilot projects to improve efficiency/ergonomics for library delivery. Board ideas include: 24/7 reference, add advisors to budgeted amount, on-line content, eBooks, MassCat funding to increase library participation. Should additional monies be allocated by ratio of existing services? Initiative driven such as STEM (science, technology, engineering, math) increases? Should additional funds support a one-time initiative or a program budget change? Concentrate on services that are important to libraries and increase their relevancy in local communities. MBLC is making an aggressive request for additional funding in their Legislative agenda. Budget committee to provide FY13 budget including additional \$1mil.

Strategic Planning Committee

Recommendations needed for committee candidates-former Library Leadership participants, list of names of people expressing interest in getting involved in MLS (generated at 2010 annual meeting). Email Greg names of possible members. A fresh perspective will benefit strategic planning. 9-12 people on committee. To be approved at September meeting.

MassCat Fees

Greg presented discussion points-MassCat was designed to allow small libraries that could not afford membership in the other nine networks to get involved in a resource sharing network and eventually to become part of the statewide virtual catalog.

Three important issues surround the discussion about MassCat sustainability and participant fees.

1. MLS has defined MassCat as a core service.
2. Pricing pressure by small libraries limits MassCat membership.
3. MLS subsidizes members with about \$123,000 in MLS spending compared to \$48,000 in member fees. Members are covering just under 30% of costs.

Potential members sometimes view the MassCat pricing as too high when compared to commercial alternatives like Follett. Schools and other types of small, non-networked libraries do not have the same opportunity for a grant to offset membership in a shared ILS. MassCat's fees should be within budgetary reach for these small, non-public libraries.

There is an inherent risk in high levels of subsidy, i.e., low cost membership will draw wider participation which will, in turn, increase the need for MLS resources for support. Eventually this could lead to new members becoming a drain on resources. A sustainable MassCat will be stronger. Member fees and buy in combined with incentives to participate will lead to a member driven organization that will be developed to meet member needs. MassCat may play a strong role in the future of resource sharing when the new virtual catalog is implemented. MassCat will be able to offer access for self service loans to the smallest libraries to allow self service mediated ILL. This could reduce MLS's mediated ILL costs. These small libraries could be asked to pay a modest membership fee to help sustain MassCat and further its development.

Nora Blake, MassCat manager, answered questions and presented MassCat potential especially as a school friendly option. Possibility of MBLC line 9506 funding for MassCat not likely at this time. FY13 increase in this MBLC line item is hedge against loss of LSTA funds.

Should there be a small increase (5-10%) in member fee for MassCat? This could be considered as long term planning proceeds.

Open House

September 26 in Marlborough

October 24 in Whately

Statewide Delivery

Catherine reported some thefts of computer games. Optima quickly dealt with this problem and is reimbursing libraries for their loss. Some Optima staff changes have been made. Requests for delivery time changes are under consideration.

Reports

Nominating Committee Update

Sal reported 33 names suggested for potential Board candidates. He has contacted all and has 29 affirmative responses. He will send another email to the 4 remaining who are all school candidates. Nice mix of library types: 7 academic, 7 school, 2 special, 17 public. One current Board member is in the pool of candidates. Nominating committee is working on procedure for finalizing the proposed slate of candidates for the annual meeting. Slate of officers for 2012 also needed.

Executive Director's Report attached at end of minutes.

Lease of surplus Whately space-agreement with realtor signed; property should be listed soon for lease.

Mediated ILL-possibility of bringing service in-house being discussed. Carolyn chairing this ILL Task Force subcommittee. Greg will inquire and report in Sept. about fee for consultant to investigate this option. Fee possibly \$5-15,000.

Financial

Catherine reported on FY12 to date.

August 2011 CE and Advisory Report-Carolyn Noah

"In July, staff made 16 site visits, some related to technology, some introductory, and some general. We spent 24.5 hour preparing for and during the visit and 18.5 hours in travel time to the library. We made 132 advisory contacts over 59.5 hours. Delivery workflow continued to be an important topic as did long range planning. Database questions are also a constant. We sponsored 13 continuing education events attended by 159 staff members. One in the northeast was cancelled due to light registration. Highlights include participation in Handheld Librarian, either in person or remotely; WordPress; "What

Shall I Read Next?" (on Gale resources); and an additional Ereaderpalooza session. Our staff spent 7.5 hours in travel time to provide the sessions. Our travel time was light because contractors provided a number of the sessions."

Carolyn presented a map to illustrate MLS FY 11 Continuing Education Events and Participants graphically by community. Participants (3961) distributed widely across the Commonwealth.

MBLC-Rob Maier

MBLC Board meeting and budget hearing-9/1. Proposed legislative agenda is available for member comment. Comments needed by 9/9 for presentation at October MBLC Board meeting. .

Library of Commonwealth (LC)-No report

24/7 reference is topic of conversation between MLS and LC.

Other business

RFP for database procurement in process. Question about whether geo-link technology can be used to link specific content, such as latest available issue of popular magazine, to a library's web page. Way to make database more accessible to public? Greg spoke to Marlene Heroux, MBLC Reference Information Systems Specialist, about this possibility.

Sal will email a suggestion for budget procedure language to all Executive Board members for discussion next month.

Upcoming meeting dates:

September 26-MLS Marlborough

October 24- MLS Whately

November-Annual meeting and Board meeting at Holy Cross in Worcester

December-MLS Marlborough

Motion to adjourn at 4:09 p.m. Motion-Patrick.; Sec. -Vicky

Respectfully submitted,
Betty P. Johnson

MLS Executive Director Report – August 2011

Delivery The transition problems have quieted down significantly. Some thefts of video games have sprung up. Optima's response was prompt and thorough. Members who have experienced this problem have been satisfied with the Optima response.

Online Content I have signed the NewsBank agreement for statewide license for the Cape Cod Times and Springfield Republican. MLS is coordinating an announcement with the preparation of geolocation links by MLBC. It will be announced shortly.

Work continues on the joint MBLC/MLS Online Content procurement for fy2013.

Facilities I have come to terms with the realtor and we will have the listing agreement for the Whately facility will be finalized shortly.

Open Houses & Legislative Communications Registration numbers for the Whately open house are low. We are planning more publicity.

News Reports I was interviewed recently by two local news outlets: Marlborough Cable and the Community Advocate.

ILL Task Force The ILL Task Force subcommittees have met. We are exploring models for service provision as well as policies and fees to keep the program sustainable. One option is to consider bringing the service in house. It seems that MLS might benefit from an outside consultant who is familiar with resource sharing to help us understand all of the issues and costs involved.

Depositories I attended three recent meetings recently about library depositories. The meeting sponsored by the Five Colleges that I discussed last month, a tour of the Williams College Shelving Facility, and a tour of the Harvard Depository. I have had suggestions from members of MLS and predecessor organizations to look into this concept to repurpose valuable library space for other purposes and it came up several times as part of planning for the future of delivery services. I plan to visit the new Boston Public Library storage facility and a commercial storage facility for libraries provided by William B. Meyer (library movers). Some libraries use surplus space on campus and other commercial storage agents, e.g., Retrievex.

Several key questions:

- Who would pay for the capital and ongoing costs? Are libraries or another funder willing to cover some or all facilities costs (for a state-of-the-art facility) which are estimated at \$1 per volume for construction and \$.50 per year for ongoing costs (excluding facility replacement costs).
- Who will make collection development decisions for a shared repository? This is critical when libraries are likely to withdraw local items which duplicate those held in a shared depository?
- Should MLS consider the Whately facility as a possible storage facility (if a tenant cannot be found)? A sustainable financing model would be required.