

Massachusetts Library System
Executive Board Meeting Minutes February 28, 2011, amended March 28, 2011

The meeting of the Massachusetts Library System (MLS) at the MLS Whately office was called to order at approximately 1:10 by Sal Genovese, President.

Present: MLS Executive Board Members: Donna Beales (by phone), Vicky Biancolo, Pat Cirone (by phone 3:00 p.m.), Karen Davidson-Heller (by phone), Jim Douglas (by phone), Sal Genovese, Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire (by phone), Eric Poulin

Ex-officio- Greg Pronevitz, MLS Executive Director

Guests: Catherine Utt, MLS

Minutes from January 24 meeting approved. Motion-Dee; Second-Eric. Vote 7-0-1

Nominating Committee

Patricia Cirone, Karen Davidson-Heller, Eric Poulin, Michael Somers, and Sal will serve on the committee for the first year as all but Sal's term is ending. It was reiterated that new MLS Board candidates should approximate the state-wide geographic/library type and size representation that was developed by the Transition team. The committee should start soon to assure a good slate for the November annual meeting. Motion to approve committee with the amendment to consider geography/type/size representation. M-Eric; S-Dee. Unanimous.

Budget Committee Recommendations

Board job is to provide fiscal oversight without micromanaging. Board will approve and monitor budget. MLS staff (Greg, Catherine) will handle invoices without MLS Treasurer looking over bills and signing checks on a weekly basis. Catherine will provide Budget Committee with the same detail of income and expenses that the MBLC receives monthly. Budget Committee will be kept abreast of where the funds are kept and their terms. Catherine will provide expenditures to date, compared with forecast, target %, and explanation of any abhorrent dollar discrepancies. In future there is a need for a mini budget detail for MassCat, Bibliotemps, WMRLS, and any other enterprise activities so monitoring can happen.

Budget Committee will provide formal policies at later date.

Delivery Policies

Greg presented policies to launch the new statewide delivery standards. There has been controversy over barcode placement on front upper left corner of materials. Retroactive barcode movement is not required unless an item is going into delivery. Amendment-New policy will not discourage libraries from serving nearby non-delivery libraries as a "Via" site. Motion to approve policy as amended. M-Dee; S-Eric. Vote: 8-0-1.

Barcode Duplicator Rental Policy

Catherine presented the policy for discussion. The cost per duplicator is ~\$700 which is cost prohibitive for many libraries. Units would be rented per month with a breakeven price point to be determined. Some libraries have purchased their own duplicators which MLS might purchase. A question will be added to the March Delivery survey to determine interest in renting a duplicator. There are also no/low

cost solutions to moving barcodes i.e physically moving existing barcode to front of book. Motion made to approve policy with amendment of maximum rental fee \$40 per month. M-Deb K.; S-Dee. Unanimous.

Part-time Clerical Staff to work with MassCat manager

New provider contract is saving MassCat about \$15,000. Clerical person to help with bibliographic maintenance would free up Nora Blake, MassCat manager, to work with new members and pursue other initiatives. There are 2 or 3 new MassCat members. Proposal to hire 1 one year part-time non-benefited clerk. M-Dee; S-Deb K. Unanimous.

MLS meeting suspended/ WMRLS meeting convened at 2:23 p.m.

M-Betty; S-Dee.

MLS reconvened at 2:27 p.m.

Facilities Update

Greg reported that a counter offer being made on location in Southborough. Three other locations to be looked at-2 in Marlborough, 1 in Westborough. Moving expenses estimated at \$10-15,000. Technology upgrades (VPN and high speed internet) under consideration. Looking into Customer Relationship software. Schedule Waltham move for early June so will be settled prior to July 1.

Whately building rental-choosing between 2 realtors to list surplus space for lease. Looking toward Fall 2011 lease of this space.

MLS membership in Lyrasis, MLA, etc.

Lyrasis wants MLS to do administrative work in exchange for training, database discount. Would cost MLS \$2-4,000 fee. Offer under consideration.

MLA-Former regions each paid MLA \$1000 for advocacy efforts. MLA is concentrating on advocacy vs. lobbying at this time. Motion to contribute \$1000 non-appropriated funds to MLA as a Leadership member. M-Deb K; S-Dee. Unanimous.

Co-sponsor with MLA, MSLA of Teen Summit; \$2000 Grant to ACRL New England; \$2000 Grant to Digital Commonwealth as conference cosponsor.

MLS to pursue outreach to other groups, e.g. special library groups.

Strategic Planning

Cathy De Rosa from OCLC will be key note speaker at next annual meeting at Holy Cross. She will present on market analysis for libraries. Key note speaker, lunch, breakout sessions with brainstorming.

Deb K and Dee volunteered for a preplanning committee for strategic plan. Board will keep strategic planning as an agenda item for each meeting. Looking toward approval of a strategic plan by June 2012. Library members can be committee members. Committee=7 or 8 people

Reports

Executive Director's Report attached at end of minutes.

Auto-sort committee will be meeting with networks. CWMARS is considering a modest charge to non network members for using system, e.g. school libraries which have a card at nearby public library and request items for students' use.

Mediated interlibrary loan costs \$ 20-30 per item. Need for statewide discussion on best way to provide this service.

Library Caucus-Greg met with Rep. Hogan, new chair of Caucus. She had lots of questions, i.e. delivery, how libraries are losing since merger. Rep. Hogan will be touring small libraries in the Berkshires on March 25.

Staff team building event on Feb 9 was well received. Developing new vocabulary with statewide perspective. Team building aspect at each future staff meeting. Concerns and frustrations were voiced. MLS understaffed and libraries have to be told some requests are not in core services. Assuming the Governor's budget is stabilized for FY12, the two open positions will be filled. Should administrative help be hired instead of advisor to free up advisors to advise?

Advisory Report

CE Programs – 9 (several programs were postponed due to weather)

CE Attendees – 109 included a well-attended program on long-range planning put together by advisors: Susan Babb, Mary King, and Cheryl O'Brien

Advisory requests – 217; Many requests were for help with online content and MassCat

Site visits – 15 (Many to prepare for upcoming Broadband Initiative project)

Nora Blake, MassCat Manager worked with new Koha host, Bywater Solutions, to successfully migrate the ILS.

MBLC-no report.

Greg mentioned that the MBLC is providing \$50-75,000 for MASS Center for the Book for one more year funding. Should MLS give donation to MASS Center for the Book? Good question for strategic planning committee.

Respectfully submitted,

Betty P. Johnson

MLS Executive Director Report – February 2011

Action items are highlighted in right margin

Staff

1. **Delivery Specialists** – A new individual has been hired for one day per week driving to fill current needs. As July looms closer, delivery specialists are seeking alternative employment and we may be compelled to hire new delivery specialists who will work 20 hours or more per week with benefits.
2. Part-time help for **MassCat**. Nora Blake, MassCat Manager, is bogged down with a great deal of routine catalog maintenance tasks. MLS is saving about \$15,000 with our new hosting agreement with ByWater. We would like to allocate a portion of these funds over the next year toward hiring a part-time staff member to assist with this work. This will allow about 400 hours of staff time assistance at under 20 hours per week for a non-benefitted employee.
3. Member Services/Office Support Coordinator: Catherine is preparing to advertise this position.
4. Team Building Event held Feb. 9 went very well.

Facilities

1. Headquarters
 - a. Making counter offer on Southborough location
 - b. Reviewing other locations
 - c. Moving expense estimate \$10,000-\$15,000
 - d. Technology upgrade still under consideration
2. Whately lease: I have contacted two realtors for further information to help us decide which realtor to list with.

Contracts

1. Wellesley Free Library ILL Agreement signed.
2. Boston PL Document Delivery Agreement finalized. Awaiting signed copy from BPL.
3. Thomas Crane PL (Quincy) ILL Agreement under review by city attorney.

Legislative Breakfasts

MLS staff has attended 11 legislative breakfasts. Three remain.