

Massachusetts Library System  
Executive Board Meeting Minutes October 7, 2013

The meeting of the Massachusetts Library System (MLS) at the Whately office was called to order at approximately 1:16 p.m. by Will Adamczyk, Vice-President.

**Present:** MLS Executive Board Members: William Adamczyk (by phone), Charlotte Canelli (by phone), Jim Douglas (by phone), Betty Johnson, Ellen Keane@ 1:50, Deborah Kelsey (by phone), Margot Malachowski, Bert Saul (by phone), John Walsh (by phone), Sarah Watkins

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

Guests: Catherine Utt; Carolyn Noah; Sarah Sogigian; Steve Spohn

Minutes from September meeting approved. Motion-Margot; Second-Sarah. Unanimous.

### **Whately Facility Update and Recommendation**

MLS signed a listing agreement with our realtor in mid-September. Our realtor received an offer to purchase the property on September 27, 2013. Our realtor spoke with the Whately Town Administrator to ascertain their interest in a joint EMS service because of their recently stated interest. He reported that they will not be able to make a decision until June 2014 and we are not certain what their decision will be. No other avenues are currently open that would allow MLS to cost-effectively retain ownership and/or control of the property. We are currently seeking alternative quarters in Western Massachusetts to house seven staff members, host training and meeting needs, provide adequate parking, and provide a welcoming environment for the membership.

Greg recommends that we accept the offer to purchase with some conditions based on discussions with our realtor and attorney so that MLS can operate for the long-term in a cost-effective manner in Western Massachusetts. He also recommends that we call a monthly meeting of the WMRLS Executive Board until further notice to eliminate the need for separate announcements as we continue discussions about the Whately facility.

Motion to suspend MLS meeting and reconvene as the WMRLS Board. Motion-Margot; Second-Betty. Unanimous.

**Meeting suspended at 1:27 p.m.**

**Meeting resumed at 1:46 p.m.**

### **Audit documents approval**

Additional footnotes, formatting changes, wording change (consolidated replaced with combined) completed. Disclosure of potential sale of building added. Motion to approve audit documents as presented. Motion-Margot; Second-Charlotte. Unanimous.

### **Executive Board Handbook**

Catherine, Greg, Tim, Ellen, and Will met virtually to work on the handbook. Summary information will be included with additional information online. Executive Board appreciates the effort of the Handbook Task Force to prepare this so it will be available for the new Board in December.

Motion to approve the Executive Board Handbook. Motion-Bert; Second-John. Unanimous.

### **Newspaper Grant Funding**

MLS received three proposals/letters of intent for funding assistance for regional newspaper access.

1. In-library and remote access for **Western Massachusetts** libraries and residents for ten online local newspapers from NewsBank. Requested assistance. Fy13 - \$25,000
2. **Central Library Online Newspaper Group** to acquire group subscription to NewsBank

local titles for the Worcester Gazette and Telegram. Requested assistance: Fy13 - \$9,115; FY14 - \$6,260

3. Subscription to the Cape Cod Times online via NewsBank for **CLAMS** Network libraries. Requested assistance: Fy13 – Approximately \$26,000

The total funds allotted for this project are \$75,000 in fy13 and \$50,000 in fy14, which allows MLS to fully fund the three proposals and have additional funds remaining. In addition to funding the proposals as they were submitted, MLS would like to provide incentive to the three groups using the remaining funds to expand their availability to additional libraries. Consideration for additional funding would be given to final or amended proposals that increase access to additional libraries.

MLS is pleased to support regional library efforts and the Committees recommend continuing to provide grant assistance on an ongoing basis as funding allows. We recommend that payments from MHEC for the purchasing cooperatives be designated as the source of grant funding in the future for an annual grant round. MLS would assess availability of funds based on remaining funds from previous grant offerings and estimated quarterly MHEC contract funds. As online content expands and groups form to develop initiatives, we recommend allowing the flexibility to open the grant to other types of online content in the future based on Committee recommendations. Grant funds not used in a particular cycle will be rolled forward into the next grant “cycle”.

Motion to accept Newspaper Grant recommendation. Motion-Margot; Second-Charlotte. Unanimous.

### **ILL Center Manager Job Description**

As presented by Steve, the job description is a broad flexible one as the position will be evolving. ALA accredited Master’s Degree required. Salary in line with other MLS positions. Supervisor of 4-8 people. Internal search including staff at 2 ILL Centers; then external search.

### **Tuition Reimbursement Policy**

Catherine presented the tuition reimbursement policy which is similar to others business’ policies. Program will be available to employees in good standing. Employee should be invested in own education so not a 100% reimbursement. Release time for study would be given on case by case basis. There will be budget implications. Board members questioned whether it was unusual to have a program like this at a small organization. Should a cap for entire year be a possibility? Greg stated that staff deal in expertise and provide CE to whole state and need to be at the top of their game. Greg will provide a more formal recommendation in December.

### **Annual Meeting Agenda**

9:00 am	Registration Opens (light breakfast available)
9:30 am	Welcome (Patrick Marshall)
	MLS Update (Greg Pronevitz)
	Business meeting (Patrick)
	<ul style="list-style-type: none"><li>• Approve Budget &amp; Plan of Service for fy2015</li><li>• Approve Bylaws Revisions</li><li>• Invite Nominations Chair to Introduce Slate of Candidate (Deborah Kelsey)</li><li>• Call for Motion to vote as entire slate</li><li>• Call for Vote</li><li>• Adjourn</li></ul>
	Introduce Dianne Carty, MBLC Acting Director and/or Frank Murphy Chair, MBLC
	MBLC Update (Dianne)
11:00 am	Keynote, Building Community Outside the Box (Introduction by Sarah Sogigian)
12:30 pm	Lunch
1:30 pm	Table Talks (Introduction by Carolyn)
2:45 pm	Closing, Envisioning Our Community (Anna Popp introduction by Greg)

## **Reports**

Executive Director's Report- attached at end of minutes

CE and Advisory Report- attached at end of minutes

217 now signed up for Annual meeting. MBI go live date perhaps Dec-Feb. In Dec., results of the advisory services survey will be available. Carolyn received correspondence from the former SE region requesting equal proportion of CE compared to other areas of the state. A meeting with libraries from the Cape and Islands will be scheduled to brainstorm ways to accommodate more CE in this area. Perhaps Patrick or Will could attend.

Financial-Catherine Utt- attached at end of minutes

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

Summer Reading-Sarah Sogigian, Advisor for Youth Services

"Massachusetts Libraries broke records during the summer months! Over 379,000 people attended 15,783 programs held in the 6-8 week span of summer in 294 libraries across the Commonwealth, a 12% increase over 2012 and a new record for summer programming in libraries. Over 100,000 participants registered for Summer 2013 and many used ReadsInMA, our online tool which offers access to the summer library program from anywhere with Internet access.

Summer 2013 was our third year as members of the Collaborative Summer Library Program (CSLP), allowing MA libraries to share the same program, theme, incentives, and artwork with all 50 states. The Massachusetts Library System (MLS) continues to provide membership to the CSLP for each public library member, as well as provide program essentials, including a manual, posters, bookmarks, and reading logs.

2013's artist for the children's program, Scott Nash, was a favorite of many librarians and participants. A member reports: "We loved the clip art, and the posters were beautiful. We really took off on the underground theme and found this year's theme wonderful. Our tiny town really comes together at our library thanks to programs like Summer Reading." Librarians also appreciate the program essentials MLS provides: "Thank you for helping us in the planning, artwork, supplementing etc. each year. Yet at the same time, we can make the theme relevant to the needs of our patrons," says one librarian.

MLS also continued working with the Massachusetts Board of Library Commissioners (MBLC) to bring the much loved and appreciated Bruins Partnership to libraries. The Bruins visited with several libraries for storytimes, crafts, and special autograph sessions with Blades the Bear and Bruins Ice Girls. Additionally, thanks to the Bruins support, poster costs were covered for all programs for all libraries, and participants had the opportunity to win prizes provided by the Boston Bruins.

The Western MA Library Advocates (WMLA) once again coordinated the donations of Big E tickets and coupons to Yankee Candle for summer program participants. Librarians statewide report the high value of these incentives, noting that patrons appreciated the offers and that tickets to the Big E were very popular.

MLS is already preparing our libraries for summer 2014, which will continue our tradition of offering a quality, educational, and fun program for all ages available at your public library." To view our video press release, please visit: <http://animoto.com/play/igjtePP4fNaGzQ3m7cj9xQ>

MBLC – Jamie LaRue offered position as Director of MBLC contingent on background check. He has a few days to consider the offer. Board is waiting to hear whether construction bond bill will be funded. FY15 Legislative Agenda is approved in essence. Dianne is still working on final numbers. Shelley Quezada, MBLC Consultant to the Underserved, has been chosen for the Newbery Award Committee.

Library for the Commonwealth (LFC) –no report

No other business. Postpone MLS Executive Director evaluation until December.

## Upcoming MLS Executive Board Meetings

- November 4, 2013 – Ann. Meeting; Holy Cross
- December 9, 2013– MLS-Marlb10am-4pm

Motion to adjourn regular meeting at 3:00 p.m. Motion-Margot; Second-Sarah.

Respectfully submitted, Betty P. Johnson

## MLS Executive Director Report – October 2013

### Whately Facility Update

- MLS signed a listing agreement with our realtor in mid-September.
- Our realtor received an offer to purchase the property on September 27, 2013 (attached).
- I am planning to recommend that we accept the offer to purchase with some conditions based on discussions with our realtor and attorney so that MLS can operate for the long-term in a cost-effective manner in Western Massachusetts.
- Our realtor spoke with the Whately Town Administrator to ascertain their interest in a joint EMS service because of their recently stated interest. He reported that they will not be able to make a decision until June 2014 and we are not certain what their decision will be.
- No other avenues are currently open that would allow MLS to costs-effectively retain ownership and/or control of the property.
- We are currently seeking alternative quarters in Western Massachusetts to house seven staff members, host training and meeting needs, provide adequate parking, and provide a welcoming environment for the membership.

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**MBLC Director Search**-The Commissioners' interviews with finalists took place on September 25-27. The final recommendation is expected at MBLC's October 3<sup>rd</sup> meeting.

**ILL Center Transition**-The Management Team was unanimous in the recommendation to house the new ILL Center at MLS-Marlborough. The chief reason is to facilitate communications with the new operations and the Management Team members, especially the Resource Sharing Director. We have opened a discussion with

the landlord about renovating and expanding our footprint to add appropriate space and an additional meeting room and storage as part of a renewal of our lease, which expires on June 30, 2014.

A draft job description for the ILL Center Manager is in the packet for your review and discussion, and, after incorporating your suggestions; we'll pass on to officers for approval and post for internal candidates as soon as possible. Please note that we are considering staff that work in the two ILL Centers as internal for the purposes of this search.

**Small Libraries-**The Western Massachusetts Library Advocates sponsored a tour of five small libraries on September 20<sup>th</sup>. Patrick, Catherine, Carolyn, Mary King (Advisor), and I attended along with several MBLC and MLA representatives and State Rep. Paul Mark and an aide to State Rep. Kulik. Betty provided lunch when we visited her library. We also visited: the public libraries in Conway, Buckland, Shutesbury, and Wendell.

**Branding-**We are beginning a soft launch of the new identity. It will appear first in giveaways at our booth at NELA and along with web services for the eBook pilot project. This avoids double work for creating these products over a one-month period. Staff brand orientation is scheduled for 10/8 and the major launch will still be at the 11/4 Annual meeting.

**Statewide eBook Platform-**Deb Hoadley has been hosting weeklong training from each of our three vendors and 130 pilot library staff, MLS and network staff has attended. Collection development planning is in progress. We are working on PR and promotion of this project to assist libraries in getting the word out to staff, patrons and their communities with a user manual. A committee to plan for sustainability met twice and is charged with developing a model to generate sufficient funding for the long-term success of the platform. We are negotiating three complex contracts in order to meet the needs of numerous library participants in the long term. MBLC has awarded MLS a \$150,000 grant award to get this project off the ground.

**Professional Activities-**Deb Hoadley and I are facilitating parts of the LYRASILS eBook Summit meeting in conjunction with the DPLAfest in Boston on October 24. We are expecting 25 attendees from 16 different library consortia.

#### **Continuing Education and Advisory Report - Carolyn Noah**

This report is incomplete. Information gathered after 10/2 will be included in a later report or update.

This month, our staff responded to 101 advisory questions and made 7 site visits. Site visits were primarily to visit new library directors or to do MBI installs. Our advisory work was diverse. Some interesting questions revolved around the legalities of lobbying and advocacy; step raises and salary scales; the Affordable Care Act and libraries; database setup help and troubleshooting; space planning; and summer library program.

200 are registered for the annual meeting, with a big bump after our table talk announcement. MLS received 20 proposals and 12 were accepted. The presentations and presenters are:

- Supporting Health Literacy in the Community – Baystate Health Sciences Library
- Free Agent Learning and iPad Consorting – Boston Arts Academy/Fenway High School Library
- Building Community with a One Book One Community Program – Clement C. Maxwell Library, Bridgewater State University
- The Smart Card. Get It. Use It. @ Your Library and in Your Community – M.G. Parker Memorial Library, Dracut
- “Library Makerspace” Under Construction” – Duxbury Free Library
- Ports in a Storm – MA Board of Library Commissioners
- Publishing Data with Digital Object Identifiers – MBLWHOI Library
- Skate & Read: Helping to create well-read student athletes – Nevins Memorial Library, Methuen
- Growing with Grassroots – Morrill Memorial Library, Norwood
- Media Makerspace: a Library/Access TV Partnership – Westborough Public Library
- When Books Can Talk: The Human Library Project at Williams College – Sawyer Lib, Williams
- CSA – the Farmer in the Library – Wilmington Memorial Library

We'll make at least one final push for attendees.

18 people are current BiblioTemps® and they are placed with 12 clients. The libraries are half public, half academic. 7 placements are largely Sunday only placements. On the horizon: 4 or five enquiries including another interim director. We're excited to have our first special library placement in the works.

We advertised our Youth and School Services position and received 24 applications. A small group conducted preliminary phone interviews with 8 candidates. Four live interviews are scheduled for the weeks of September 30 and October 7. We hope to have a hire soon after. The search committee includes Sarah, Catherine, Nora, and me, with Greg and Steve participating in one portion of the interview.

#### **Resource Sharing Director-Steve Spohn**

I began work on September 11. Since then, I've kept busy getting situated at MLS, learning about the eBook Pilot Project, establishing contact with the ILL centers at Thomas Crane and Wellesley libraries, and drafting the ILL Manager position description. My thanks to everyone at MLS and our partners for a warm reception!

I have visited both the Thomas Crane and Wellesley ILL centers. The purpose of my visit was to acquaint myself with ILL center operations, staff and space requirements to inform office space planning. I will continue to expand my contacts with other resource sharing-related people and organizations throughout the year.

I have worked with the management team and others at MLS to create an ILL Manager position description that is included in the board materials for your review today.

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

Financial Report-See next page for ending balances for September 2013. Because the October Board Meeting is so early in the month, these numbers are not final. If any figures change after finalizing the September Expenditure Report, an updated report with ending balances for September 2013 will be provided.

Delivery-Delivery is back to normal across the state with CWMARS libraries providing some positive feedback about sort-to-light in their network. During the week of September 23, we collected sorting data from networked and non-networked libraries in the central and west. Turnaround time and sorting for networked items was nearly perfect, however some problems were seen with non-networked and virtual catalog items. Optima will be provided with feedback and the same libraries will provide the same information during the October Delivery Survey to look for improvement.

Bibliotemps-See last page for ending balances for September 2013. Because the October Board Meeting is so early in the month, these numbers are not final. If any figures change after finalizing the September Expenditure Report, an updated report with ending balances for September 2013 will be provided.

**Massachusetts Library System  
Fiscal Year 2014**

**End Balance September 2013**

**Line Item Budget**

	Budget	Actual	Percentage	Comments
<b>I. PERSONNEL COSTS</b>				
A. Salaries and Wages	1,240,855.00	283,549.41	22.85%	
B. Applicable Benefits	399,750.00	32,609.99	8.16%	
<b>SUBTOTAL</b>	<b>1,640,605.00</b>	<b>316,159.40</b>	<b>19.27%</b>	
<b>II. OPERATING EXPENSES</b>				
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	1,381.71	46.06%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	28,060.98	45.26%	
2. Office Equipment and Furnishings	20,000.00	0.00	0.00%	
3. Vehicles	0.00	0.00		
C. Office Expenses				
1. Supplies	15,000.00	3,085.88	20.57%	
2. Postage	2,000.00	422.83	21.14%	
3. Telephone	15,000.00	3,433.21	22.89%	
4. Printing	10,000.00	0.00	0.00%	
5. Travel				
a) In-state	55,000.00	6,146.69	11.18%	
b) Out-of-state	25,000.00	7,730.81	30.92%	
6. Equipment Maintenance and Repair	4,500.00	731.38	16.25%	
7. Space Rental/Electricity	169,120.00	10,488.40	6.20%	
8. Audit	25,000.00	10,000.00	40.00%	
9. Other	95,000.00	27,362.62	28.80%	
D. Regional Vehicle Expenses				
	0.00	615.35		
E. Contractual Services (Excludes Online Content)				
	2,880,000.00	460,723.92	16.00%	
<b>SUBTOTAL</b>	<b>4,984,518.00</b>	<b>560,183.78</b>	<b>11.24%</b>	
<b>TOTAL</b>	<b>6,625,123.00</b>	<b>876,343.18</b>	<b>13.23%</b>	
<b>III. SUB-CONTRACTED SERVICES</b>				
	600,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>7,225,123.00</b>	<b>876,343.18</b>	<b>12.13%</b>	

**Bibliotemps  
Fiscal Year 2014**

**End Balance September 2013**

**Line Item Budget**

	Current Month	YTD	Comments
<b>I. REVENUE</b>			
A. Bibliotemps Revenue	33,985.86	87,144.96	
B. Bibliotemps Costs	20,951.36	74,130.91	
<b>NET INCOME SUBTOTAL</b>	13,034.50	13,014.05	
<b>I. PERSONNEL COSTS</b>			
A. Salaries and Wages	2,581.30	9,034.55	
B. Applicable Benefits	277.42	1,250.05	
<b>SUBTOTAL</b>	2,858.72	10,284.60	
<b>II. OPERATING EXPENSES</b>			
A. Equipment			
1. Computer Hardware and Software	0.00	1,125.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	0.00	1,125.00	
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	36.86	346.72	
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	36.86	346.72	
<b>SUBTOTAL</b>	2,895.58	11,756.32	
<b>INCOME AFTER EXPENSES</b>	10,138.92	1,257.73	