

Massachusetts Library System  
Executive Board Meeting Minutes October 25, 2010

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

**Present:** MLS Executive Board Members: Pat Cirone (by phone), Jim Douglas (by phone), Sal Genovese, Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire, Sue Marsh, Patrick Marshall, Eric Poulin (by phone), Mike Somers

Ex-officio-Dianne Carty for Rob Maier, Director MBLC; Greg Pronevitz, MLS Executive Director

Guests: Carolyn Noah, MLS Assistant Director, Danguole Budris, Oak Bluffs; Catherine Utt, MLS

Minutes from September 27 meeting approved as amended. Motion-Patrick.; Second-Dee. Vote 10-0-1

### **MLS Annual Meeting Update**

November 15<sup>th</sup> at Hogan Center, College of the Holy Cross

The day's schedule is:

10:00 registration and coffee

10:30 business meeting and reports to membership

12:00 lunch

12:45 Keynote speaker: Karen Hyman, author of the 12-step Reinventing Your Library Program

1:45 Adjourn

MLS Executive Board will meet in the afternoon and skip a December meeting because the Board will not be changing this year.

Beginning of annual meeting including reports will be broadcast for membership not able to attend. Greg and Carolyn will develop 6 topics for discussion among attendees. One topic per table of 8 with ½ hour time period. Should the results be by library type, affinity group? Topic suggestions-satisfaction with MLS, databases, CE, your library's greatest need, new and/or ongoing service needs. Looking for consensus on what is most important to libraries. Evaluation sheet available at meeting.

### **Committees**

Sal spoke to the need to clarify the process of committee use. Do we want to use committees and how? Nominating Committee is only standing committee in by-laws at present. Are committee meetings open to other MLS member library representatives? Need better posting of committee meeting to whole executive board. Each committee needs a chair, recording of action items, minutes, or summary. Archive meeting records. Logistics of term length and chair's length of service. Committees facilitate the flow of information. MLS Board can operate and have committee information brought to them. Need clarity of info, certain amount of detail. Committees discuss and bring a recommendation to the

Board. Questions on committee specific issues, i.e. budget or personnel, should be directed to chair of committee.

Some committees or taskforces should be made up of members outside the MLS Board. Need input from library members for reference, ill center, and database questions. Board member could be liaison to committee/taskforce. Greg, Carolyn, Catherine will draft ideas for specific member oriented groups. Nora Blake, MassCat manager, is gathering members for the MassCat advisory committee.

Motion to form a by-law committee. M-Mike; S-Deb K. Tabled until November meeting. Mike will bring language about committee. If standing committees are formalized, it calls Board back to mission. What does MLS staff need from Board?

Discussion of need for better organization of Board documents on the Web. Dropbox was meant as temporary answer to need to share reports.

Budget Committee-Deb K., chair; Betty; Sal  
Personnel Committee-Sue, chair; Dee; Deb F.

### **Plan of Service and Budget**

Deb K. presented proposed POS and Budget for FY2012. Motion made to accept and present to the MLS annual meeting for approval. M-Patrick; S-Dee. Unanimous.

Bibliotemps to be reinstated using carryover funds from former Central Region rather than budget funds. It is enterprise activity and a program of the non-profit. Membership has been asking for the service. Must breakeven or make a profit to continue after FY2012. \$30,000 to pay for part-time staff person to re-launch the service. Some support will be provided by MLS staff. \$ to be determined for promotion of Bibliotemps as statewide service.

### **Headquarters Planning Taskforce**

Sal, Patrick, Eric, Mike held first meeting via conference call. Greg presented their recommendation for Board approval.

“Based on the assumption that MLS will continue to maintain a facility in western Massachusetts, we recommend that MLS establish a headquarters facility along I-495 between Milford and Hudson with easy access to the interstate highway. Features: Offices for three managers; Front office space for two administrative staff; Meeting room and parking for 35-45 visitors with broadcast capability; Space for telecommuting advisors as needed (providing possible expansion for other staff); Three-five year lease; Kitchenette; Work/copy area; Storage; Security”

Motion to accept recommendation. Motion-Dee; S-Jean. Unanimous.  
Deposit/lease and moving expenses in FY11. Budget has money because of staff vacancies.

### **Executive Director Report**

Greg added commentary to his written report. (report attached at end of minutes).

#### Massachusetts Broadband Institute (MBI)

Possibility that Gates grant funds can be used to hire a circuit rider (temporary employee/contractor) to visit libraries to assist with training for new technology available with Broadband. Project length 1-1 ½ years. 99 libraries eligible for new service in Western and North Central Massachusetts.

Loan forgiveness of mortgage for Whately building not possible. 2 or 3 tenants needed to make space affordable. Realtor help sought.

#### **Financial Report**

Catherine reported that 2<sup>nd</sup> quarter MBLC funds received. The accounts of former regions have been closed. Funds deposited with Charles Schwab.

#### **Advisory Team Report**

Carolyn reported that in September, the staff worked with 82 libraries on advisory questions and spent over 105 hours on topics ranging from summer reading and town wide reads to Trustee issues and building Friends groups. Staff made 10 visits over 30.5 hours, focusing on new member visits, space planning, and MassCat development. During the same period, staff planned and implemented 20 programs attended by 305 people at locations from Sandwich to Sheffield. Three of the programs were open houses attended by 74 people. Members who attend the open houses were surveyed and gave good suggestions each time, i.e. more databases, eBooks, and specifically in the west more staff and desire to continue use of the building. (Rev 11/3/10)

Technology specialist job listing received 45 applicants. Six phone interviews were conducted. Beginning on November 8<sup>th</sup>, four in person interviews will be conducted.

Long range planning for libraries-A full day overview session for a group of libraries can be held. One on-site visit per library is all MLS can provide because of staffing limitations.

Jim Douglas said staff deserves a note of appreciation for the work they are doing. Board agreed.

#### **MBLC Report**

Dianne Carty provided Board members with a copy of the FY2012 Legislative Agenda. The snapshot view is library usage is up and library funding is down. MBLC target numbers for all accounts are robust, but a dollar cap will be announced soon after the election, November 2. Stimulus funds are not provided for FY2012 so available funding for state expenses is already \$1.5 billion lower than FY2011. Question 3 would cause even more budget disaster. Secretary of Administration and Finance, Jay Gonzalez, praised the MBLC's efforts in consolidating the six former regions into the Massachusetts Library System. There are 35 letters of intent that have been received for the new grant round that is underway.

Board went into executive session at 3:04 p.m.

Meeting adjourned at about 4:15 p.m. Motion-Patrick; Second-Sue

Respectfully submitted,  
Betty P. Johnson  
Clerk

## **MLS Executive Director Report – October 2010**

### **Executive Board**

1. MLS' Annual Meeting is scheduled for November 15th at Holy Cross. Over 200 are registered. Please register, if you can join us.

### **Staff**

1. Advertisement for Advisor/Technical Specialist based in Whately posted. Phone interviews in progress. In person interviews scheduled in early November. This individual will also coordinate the MBI project over the next three years.

### **Budget**

1. The fy2011 budget revision was approved at the October MBLC meeting.
2. A fy2012 budget and Plan of Service is up for approval to submit to the membership on November 15, 2010. After this budget was done I got the ok from MBLC to put online content on a separate line in the line item budget. We'll change it before it goes to the membership.

### **Delivery**

1. Received 14 responses to Delivery/Sorting RFP. Eight for automated sorting and six for manual sorting. We have invited three from each category to answer more questions in preparation for vendor presentations in early December.

### **Collaborations**

1. Four joint events scheduled with CW/MARS, MBLC, and MBI on federally funded broadband project in western Massachusetts and Gates Foundation funded position to work with MLS and CW/MARS members. MLS would hire this individual and work with CW/MARS to accomplish tasks.
2. Forming joint task force with MLA and MSLA on proposal to collaborate on an event covering topics likely to include advocacy, marketing, and multitype library collaboration
3. Meeting planned with BPL President to begin collaborative relationship
4. Working with ACRL/NE to provide subsidy for MLS members attending the annual conference.
5. Meeting scheduled with Digital Commonwealth and BPL on possible collaboration.

### **Membership Activities**

1. Several open houses held with Executive Board and MBLC participation. More to come.

### **MassCat**

1. MassCat texting has again become viable and will begin soon.
2. An RFP for hosting is in preparation.

#### **ILL/Journal Article Document Delivery**

1. Draft contracts under discussion among MLS Management Team, then to the attorney, then to the centers.

#### **MLS Facilities**

1. A Task Force recommendation is on the agenda.
2. Catherine, Mary, and I plan to begin discussions with Whately officials to update them on MLS and the facility. We will then meet with a commercial realtor to look at the best options for leasing out unused space beginning in July 2011.
3. We are drafting revised meeting room use policies for MLS facilities.

#### **Grant Applications**

1. Massachusetts Broadband Institute has received grant to provide fiber-optic connections to 126 libraries (mostly in western Massachusetts). MBLC, CW/MARS, and MLS will work to assist MBI in publicizing and facilitating the process. The Gates Foundation may also supplement this funding through the MBLC.

#### **Communications:**

1. New site launched in October.