

Massachusetts Library System
Executive Board Meeting Minutes October 24, 2011

The meeting of the Massachusetts Library System (MLS) at the MLS-Whately office was called to order at approximately 11:30 a.m. by Dee Magnoni, President.

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

Ex-officio- Greg Pronevitz, MLS Executive Director; Cindy Roach, MBLC

Guests: Catherine Utt, MLS; Carolyn Noah, MLS

Minutes from September meeting approved. Motion-Patrick; Second-Mike S. Unanimous.

Slate of Candidates

William L.	Adamczyk	Thomas Crane Public Library	Quincy	Public
Charlotte	Canelli	Morrill Memorial Library	Norwood West	Public
Tim	Gerolami	Cape Cod Community College	Barnstable	Academic
Barb	Lichtman	Melrose High School	Melrose	School
Margot	Malachowski	Baystate Health	Springfield	Special
Andrea S.	Taupier	Springfield College	Springfield	Academic
Suzanne	Wargo	Millbury High School	Millbury	School
Sarah	Watkins	USS Constitution Museum	Boston	Special

Motion to accept Slate of Candidates as presented. Motion-Sue M.; Sec.-Deb K. Vote: 9-0-1

Mike S. will write up process used for nominations this year. Question asked about suppressing names but listing location and type when candidate is being considered for nomination.

Budget format for annual meeting

Deb K. presented program and line item budget for membership consideration at annual meeting. Space and personnel allocations by program have been adjusted. Greg and Catherine will prepare short narrative to go with these budget documents.

Motion to accept budget format. Motion-Mike S.; Sec.-Eric. Unanimous.

Bibliotemps

Carolyn presented Bibliotemps Business Plan.

W-9/ invoices will be issued by MLS.

Correction needed for benchmarks to match 85% satisfaction rate.

Motion to accept Bibliotemps Business Plan as corrected. Motion-Patrick; Sec.-Eric. Unanimous.

Legal Issues

The question about procurement is: Does the MLS/MBLC joint procurement create a situation that MLS might become subject to the government agency procurement requirements?

Our attorney said that one event or contract will not govern this. There are five questions for the test. Greg told our attorney that we would make an effort to distance ourselves from the characteristics that might put us in the government instrumentality category, i.e.

1. The means by which the entity was created;
2. Whether or not the entity performs an essentially governmental function;
3. The extent to which the entity receives and/or expends public funds;
4. The involvement of private interests; and
5. The extent of control and supervision exercised over the entity by governmental officials or agencies

Greg asked Board to keep these characteristics in mind as the Executive Board proceeds with its business to avoid this issue.

MLS Committees Update

Standing Committees are called for in the bylaws to help shape the direction for MLS.

- **Nominating Committee** makes recommendations to fill vacancies on the Executive Board and to fill officer positions for annual election
- **Budget Committee** makes recommendations on the budget and plan of service
- **Personnel Committee** works with the Executive Director to make recommendations on personnel policies.

Advisory Committees help shape direction for MLS. Staff from all types of libraries provides advice to the Executive Board. Their input builds the annual Plan of Service and influences the budget. In forming committees, MLS aims for diversity in library geography, type, and size. Committees meet quarterly or less frequently. Members are appointed for renewable two-year terms. Each Committee will have an Executive Board and staff liaison.

- **MassCat Committee** develop and recommend MassCat system policy, provide input on vendor selection, assist in system planning

Task Forces perform similar functions to Advisory Committees for short-term projects.

Statewide Committees

- **Massachusetts Statewide Delivery Committee (MSDC) (ongoing - called annually by MBLC)** develops and promotes statewide library delivery policy

Annual Meeting/ Strategic Planning

Welcome-Dee

Budget and POS-Deb K.

Election-Mike S. will present the slate and call for vote.

MLS update-Greg

MBLC-Rob

Keynote speaker

Lunch

Strategic Planning exercise

SOAR-strengths, opportunities, aspirations, results

Groups-school, academic, public, special, guests

Facilitators-staff, task force, board members

Meeting will be broadcast on a live web stream

Scheduling Updates

- Skip the November meeting/meet briefly if action items arise.
- Ex Bd Retreat in early 2012-possible location Tower Hill
- June Ex Bd Meeting – move to June 18th with plan to cancel
- July Ex Bd Meeting – July 23

Exiting Board Members

Dee will coordinate collection of feedback from members leaving the Board, i.e. process, hopes and disappointments. One on one phone call or meeting. Need to acknowledge Board members whose terms have finished.

Reports

Executive Director's Report attached at end of minutes.

Financial

Catherine reported on FY12 to date. On-site portion of audit scheduled for next week.

October 2011 CE and Advisory Report-Carolyn Noah

“MLS staff made 247 member contacts in September. Ten of them were site visits. We spent 17 hours on site visiting libraries and 95 hours by phone or email. We spent 32 hours traveling for site visits or advisory services. Nora was very busy with MassCat questions, as most members are school libraries and came back into session. We continued to field many long range planning and weeding questions.

We planned 19 continuing education offerings on topics ranging from summer reading wrap-ups, roundtables, RDA, and WordPress. Rick offered a new course called “You Can Get There from Here” about accessing databases through geolocation links. Two sessions were cancelled due to light registration. Altogether, 250 attended.

Diana is beginning to implement the Broadband project, and we expect to post our temporary (2 years) circuit rider position shortly.

Our recruitment process continues. Eleven were interviewed in the preliminary round for the first position and six in the second. Telephone interviews for the BiblioTemps position will take place soon. We have begun in-person interviews.”

MBLC-Cindy Roach

Good turnout for Reading Legislative Breakfast. Successful trial run for Fall Breakfasts. Brian Donahue retired. Responses due Nov.1 for RFR for database procurement. Response review and then trials will be set up. Online Content areas of interest include foreign languages, genealogy resources, newspapers and periodicals, encyclopedias. More outreach planned for Talking Book libraries to meet needs of unserved users. Mary Kronholm, Blandford, is new Commissioner. LSTA evaluation of 5 year plan/ development of new plan proceeding. Grant round to be announced in Nov. STEM mini-grant and Virtual Catalog development to be included in grant opportunities. State Aid certification begins in November.

Library for the Commonwealth (LC)-No report

Meeting to present LC Plan of Service will follow MLS Annual Meeting at Holy Cross in Worcester.

Other business-none

Upcoming meeting dates:

November 14-Annual meeting at Holy Cross in Worcester

December 5-MLS Marlborough

Motion to adjourn regular session at 1:12 p.m. Motion-Patrick; Sec.-Mike S.

Respectfully submitted,
Betty P. Johnson

MLS Executive Director Report – October 2011

Legal Issues

We have had discussions with our attorney about the Personnel Handbook (see that document's introduction and about the joint online content procurement. The question about procurement was: Does the MLS/MBLC joint procurement create a situation that MLS might become subject to the government agency procurement requirements?

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Strategic Planning Task Force

The Task Force has been formed and first meeting is November 9th.

MLS Strategic Planning Task Force Roster

First name	last Name	email	Institution
Robin	Cicchetti	rcicchetti@colonial.net	Concord Carlisle Regional HS
Julie	Farrell	j_farrell@hotmail.com	Overlook Middle School Ashburnham
Molly	Fogarty	LFogarty@SpringfieldLibrary.org	Springfield City Library
Meg	Hill	barnstablelawlibrary@gmail.com	Barnstable Law Library
Jeff	Klapes	klapes@noblenet.org	Bebee Library Wakefield PL
Dee	Magnoni	Dianna.Magnoni@olin.edu	Olin College – MLS Pres.
Patrick	Marshall	pmarshall@bournelibrary.org	Bourne Public Library – MLS VP

Heidi	McCann	H_McCann@mwcc.mass.edu	Mt. Wachusett Community College
Leigh	Montgomery	montgomeryl@csmonitor.com	Christian Science Monitor Library
Lisa	Wenner	libdir2@hotmail.com	Meekins Library- Williamsburg
Catherine	Willis	cwillis@bpl.org	Boston PL (Library for the Commonwealth)
Greg	Pronevitz	greg@masslibsystem.org	MLS Management Team
Carolyn	Noah	carolyn@masslibsystem.org	MLS Management Team
Catherine	Utt	catherine@masslibsystem.org	MLS Management Team

Facilities-We are working with the Masiello Group in Greenfield for publicity and details of leasing. We are planning a meeting with the USDA to review our future plans for the facility.

Online Content-The joint MBLC/MLS Online Content procurement for fy2013 has been publicized. The question period has ended. Responses are due November 1.

Delivery-Optima has begun the process of implementing MinuteMan libraries to sort-to-light.

Professional Activities

Catherine, Lori Ayre (our delivery consultant), and I have had our article, entitled: "Label-Less Library Logistics: Implementing Labor-Saving Practices in Massachusetts' High-Volume Resource Sharing System," published in vol. 3, issue 3 of *Collaborative Librarianship*.