

Massachusetts Library System  
Executive Board Meeting Minutes August 19th, 2013

The meeting of the Massachusetts Library System (MLS) at the Marlborough office was called to order at approximately 1:07 p.m. by Patrick Marshall, President.

**Present:** MLS Executive Board Members: William Adameczyk, Charlotte Canelli, Jim Douglas, Tim Gerolami, Ellen Keane (by phone), Margot Malachowski, Patrick Marshall, Bert Saul (by phone)  
**Ex-officio:** Greg Pronevitz, MLS Ex. Director; Dianne Carty, Acting Director-MBLC  
**Guests:** Catherine Utt; Carolyn Noah

Minutes from July meeting approved. Motion-Will; Second-Margot. Unanimous.

**FY2014 Budget Revision:** The eBook budget was increased using the MLS budget increase and savings from paying rent, benefits and delivery in advance. Susan Babb was removed from the budget to be replaced by a new youth services person, whose salary will be different. A new line item for Advisory Provider Contracts has been added. These consultants will fill the staff shortage and gaps in expertise. MLS is working with public libraries that are setting up long term contracts; with Susan Babb gone and Deb Hoadley working on the eBook project consultants will be needed until new staff are hired. Another new line item is for New Delivery Bins under Operating Expenses, Other. The Budget Revision will be voted on next month.

**Plan of Service-Fy2015 DRAFT:** The eBook collection will be taken statewide after a six month pilot project. Our own Terms and Conditions statement was developed with our attorney. Catherine, Deb, and Greg are currently in negotiations with one vendor and the others will follow. Baker and Taylor was selected as the vendor for content that will be owned, EBL was selected for short term loans and Biblioboard was selected to host open source and out of copyright material as well as locally produced materials. If the pilot finds these vendors lacking MLS will set up a new RFP. MLS is managing the eBook content while MBLC is creating the discovery layer and an RFP is out for that. Until the discovery layer is implemented there will be a separate portal for each vendor. A third related project is creating a State Library Card. The MBLC has given MLS a LSTA grant to support the eBook project. Mediated ILL will be implemented during FY2014 and will be finalized in FY2015. The MLS brand will be launched; a possible slogan will be "Stronger Together".

Initiatives: Family Literacy, Online Advisory Tools (Carolyn noted that the LibGuides were heavily used and popular), sampling End User satisfaction.

Voting on the new plan of service will take place in September.

**FY2015 Budget:** There will be new employees in ILL, which will result in an increase in salary, wages, and benefits. The budget for eBook content will be reduced as a result of the loss of those savings from advance payments in FY2014. It is hoped that this money will be made up by library contributions. MLS contribution to the eBook project is limited to content currently but that at some point MLS may host the eBook collection and discovery layer. There is a Sustainability Task Force (part of the eBook project) looking at this issue. Dianne Carty explained that the MBLC Legislative Agenda is highlighting the eBook service as it seeks increases for state aid to public libraries and 9506. Public libraries will be able to use that increase for whatever they want, but it is hoped they will use it to contribute to the eBook collection. The MBLC is pushing to increase state aid to its former highest level plus \$1 million. There will be a town meeting to discuss the agenda. The budget for staff development will be increased. The budget will be up for vote by the Executive Board in September.

**Whatley Facility Update:** The guests who came to the meeting came to tell MLS what they want out of the MLS presence in Western MA and indicated that they are still attached to the building. There were 20 attendees. The majority opinion was that the I-91 Corridor would be the best location for a new office and that a new location would need a training facility and areas for meetings. There is no training lab at either location currently due to expense involved in maintaining one vs. the amount of use; instead MLS has shareable devices. Greg hoped that the message that MLS is in Western MA for the duration came through clearly. Patrick agreed and thanked Margot for her comments at the meeting. Margot pointed out that the building was the WRMLS meeting for four years, but conceded that the planning process went on much longer and was glad that Mary King spoke up in favor of the change. Greg pointed out that staff and board members were surprised at the initial negative reaction, and called for a delegation of staff and board members to WMLA to create a relationship between the two organizations. Patrick encouraged all board members to represent the MLS and get the word out about MLS activities as part of their professional activities in other organizations. Carolyn praised WMLA for their collaboration in sponsoring coupons for summer reading programs and sponsoring the Legislative Day Bus.

The town of Whatley (in co-operation with two other towns) is looking for space for a Senior Center and Ambulance Service and is seriously considering using the Whatley building for that purpose. MLS stressed that the building has to be cost effective and that MLS no longer wants to be responsible for maintaining the building. Whatley et al. are interested in renting rather than owning the building. Greg thinks they may come around to seeing buying the building as a better deal. The USDA will work with MLS either way, including a short sale. In that case MLS could occupy the rear of the building and share a training space. Catherine will be meeting with an appraiser to set a price, then a realtor. The USDA will be involved more closely this time around.

**Personnel Committee Report:** New Position, Advisor for Youth Services. The position creates a dedicated school librarian liaison. A school background is a preference, not a requirement. Supervisory experience is a preferred requirement as the advisor will need to advise on supervisor issues. The position will be up for approval at the next meeting. The Business Director position is being created so that the Resource Sharing Manager will be answering to a director, not another Manager.

**Legislative Priorities:** Our priorities are the budget increase MBLC is pushing for eBooks and one more professional position. Greg has a draft letter that he would like the board to review.

**Executive Director Evaluation:** Evaluation was held off as we believed there would not be a quorum at the meeting. Greg is summarizing his accomplishments. We will be using the same system as last year- Greg will send the accomplishments to Patrick this week, the board will then be sent the material and should review it for the September meeting when they will discuss and evaluate. Greg and Patrick will meet and go over the results. At the October meeting Greg will meet with the board to discuss the evaluation and set goals for the next year.

**Nominating Committee:** Included in the packet is the slate of 5 candidates plus 2 alternates in case anyone drops out and to allow for board discussion. The Board should eliminate one academic and one public librarian. There is a spreadsheet covering the candidates in the Dropbox. Voting will be over email; a list of who is cycling off the board will be included. At the next meeting the Board will select officers. Of 12 applicants, only 1 was a Special Librarian; applicants came from all over the state.

**Executive Director's Report:** MBLC search for a new director is ongoing-interviews will be conducted in September. The search for the Resource Sharing Manager is going nationwide, with 1 dozen applicants being given phone interviews. The best candidates will then be interviewed in person by Catherine, Carolyn, Amanda, Greg and Anna. Catalyst will be developing the Mass Cat interface with the Virtual Catalog.

**Business Report:** Strange percentages in the budget lines are due to advanced payments. Out of State Travel spending was high due to ALA in July. The auditing process has begun and a draft will be available in September; auditors will be available for the October meeting and the audit will be up for approval in November. C/W Mars experienced software issues with Sort-to-Light that resulted in a network crash and backlog but the problem is fixed and it is now going network wide. MHEC payments are coming in-\$8,000 annual, a possible source for continued funding of newspaper grants. Currently there is interest in the newspaper grant programs, but no applications have been received. Bibliotemps looks like it is losing money, but that is a trick of where the FY started.

**Advisory Report:** 15 Bibliotemps requests since the start of the FY. Annual Meeting planning is going smoothly. CES Survey: learned that people are more interested in online learning except people that want learning in person, no more than ten miles away. Better tech infrastructure and greater familiarity with online classes has helped. More online sessions for Office products were asked for but MLS is focusing on other needs as there are many options for learning Office. Fall CE programs are in the works.

**High Speed Internet in the West:** There was a slow start due to bad weather and projected date is now December. MLS is helping with training and setting up routers. On the Cape, Patrick noted many libraries are choosing their current free cable internet over more expensive broadband from Open Cape. Carolyn noted the alternatives in the West are not as fast as they are on the Cape; the Small Library Network subsidy is defraying costs. Some libraries will be left out due to their location. In theory the project will allow private companies to hook up homes to the trunk line and bring down costs.

**MBLC Report:** Director interviews 9<sup>th</sup>/10<sup>th</sup> or 10<sup>th</sup>/11<sup>th</sup>; second interviews will follow in two weeks. The background checks take 4 to 6 weeks, so with notice it may be November or December before the new director starts work. Auditors began work in February and finished two weeks ago. A draft will be available by the end of the month. The spending plan for FY14 will be ready this week. Construction Planning/Design Grant workshops starting up.

#### **Upcoming MLS Executive Board Meetings**

- September 16, 2013 – MLS-Marlb 1-4pm
- October 7, 2013 – MLS-Whately 1-4pm
- November 4, 2013 – Ann. Meeting; Holy Cross
- December 9, 2013– MLS-Marlb10am-4pm

Adjourn regular meeting at 2:46 p.m. Motion-Will; Second-Tim.  
Respectfully submitted, Tim Gerolami