

Massachusetts Library System  
Executive Board Meeting Minutes September 16, 2013

The meeting of the Massachusetts Library System (MLS) at the Marlborough office was called to order at approximately 1:04 p.m. by Patrick Marshall, President.

**Present:** MLS Executive Board Members: William Adamczyk, Charlotte Canelli (by phone), Jim Douglas (by phone), Tim Gerolami, Betty Johnson, Ellen Keane, Deborah Kelsey, Dee Magnoni, Margot Malachowski (by phone), Patrick Marshall, Bert Saul (by phone), John Walsh (by phone@1:26), Sarah Watkins

Ex-officio: Greg Pronevitz, MLS Ex. Director; Cindy Roach, MBLC; Gianna Gifford, LFC (by phone)

Guests: Catherine Utt; Carolyn Noah; Dave St. Ives and Chris Johnson, Auditors

**Audit documents and discussion with Auditor**

Draft documents were presented by Dave and Chris of Marcum Accountants. Field work is almost complete. WMRLS loan from USDA qualifies as federal funding so an A133 report must be filed. No WMRLS A133 filing was done for 2010 causing a high risk status. Next year will be low risk. MLS management has been very receptive to auditors' suggestions. Board will vote to accept audit next month. Board had opportunity to meet with auditors without management team present.

**Minutes from August meeting** approved with 1 abstention. Motion-Will; Second-Deborah.

**Fy2014 Budget Revision 2**

Catherine explained the FY14 budget revision 2. Printing increased to \$10000 for MLS branding project. Some changes made to titles for consistency. Motion to accept FY FY14 budget revision 2. Motion-Will; Second-Dee. Approved with 1 abstention.

**Fy2015 Plan of Service & Budget**

Some changes made to titles for consistency. Need to edit attachment B advisory and program budget item. Motion to accept Fy2015 Plan of Service & Budget with edits. Motion-Will; Second-Dee. Approved with 1 abstention.

**Approve Nominating Committee Slate**

Deborah presented Nominating Committee slate for Board approval. Brian R. Tata resigned which caused another vacant seat. Committee was made up of one Board member and 2 MLS member librarians. 17 nominees considered. Committee decided to offer 1 to 1 replacement by type so no change to make-up of Board; also decided to present slate of candidates with 2 alternates.

Gerolami, Timothy - Cape Cod Community College  
Gonzalez, Millie - Framingham State University  
Johnson, Betty - Griswold Memorial Library  
Lewontin, Amy - Northeastern University  
Rafferty, Jacqueline - Paul Pratt Memorial Library  
Toromoreno, Henry - Haverhill HS

Motion to accept slate as presented by Nominating Committee. Motion-Dee; Second-Will. Slate approved with 2 abstentions.

Catherine will notify candidates and thank nominees. Nominating Committee will present slate at MLS annual meeting for member vote. Next year let's try to consider personal recruiting by area/type. People on MLS committees could be perfect candidates.

**Bylaws recommendations for Annual Meeting**

The following changes were discussed by the bylaws committee and the executive board. It was determined these changes required approval by the membership in addition to the executive board per Article 14, which

requires amendments affecting the rights, powers and/or authority of the members or the Council of Members require approval by both a majority vote of a quorum at a duly noticed meeting of the Council of Members and a two-thirds vote of the entire Executive Board. Consequently, the two changes below were put aside until they could be prepared for vote at a meeting of the Council of Members.

The recommended changes are:

1. Article 4; Section 4.2 – Power and Rights. Addition of the following language: “If a quorum cannot be reached at such meeting duly noticed, then the authority to approve the Plan of Service and the annual budget, and to recommend both to the MBLC for funding approval, shall pass to the Executive Board, by vote at the next Executive Board meeting at which a quorum is present, by a majority of the Directors present at the meeting.”
2. Article 4; Section 4.6 – Removal from the Council of Members. Strike out the following phrase: “or for failure to attend three consecutive Council of Members meeting.”

Motion to approve changes to by-laws and present to MLS membership for vote. Motion-Will; Second-Tim. Unanimous.

## **Reports**

Executive Director’s Report- attached at end of minutes

Greg invited Board to attend Western MA Library Advocates meeting October 16 at Holyoke Public Library

CE and Advisory Report- attached at end of minutes

17 Table Talk proposals for annual meeting

Summer Reading statistics being gathered. Sarah Sogigian will visit Board to present results.

Financial-Catherine Utt- attached at end of minutes

Sort to light “learning curve” improving.

MBLC –Audit of LSTA and construction funds is conducted by state auditors every three years. New Virtual Catalog project is taking longer than expected; URSA may need to run longer than originally planned. 1<sup>st</sup> roll-out of new Virt Cat will happen in Dec-Jan. Demos being done with prospective vendors of Discovery level for Ebooks project. Statewide library card focus group results due in a couple of weeks. 20 letters of intent received for Planning and Design grant. Changes to Small Libraries in Network (SLIN) grant needed as LSTA funds decline-perhaps wean larger library recipients off so help can be given to other non-networked libraries. Bruins plan to be help year round in reading programs-Blades visits and maybe players will get involved. Hope to get a couple more sponsors involved. Governor’s program budget performance measures to be published in Jan. Ebook funding is one legislative agenda focus.

Library for the Commonwealth (LFC) –no report-preparing for 2<sup>nd</sup> floor renovation

## **Upcoming MLS Executive Board Meetings**

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

Motion to adjourn regular meeting and go into Executive session. Motion-Will; Second-Dee

Respectfully submitted, Betty P. Johnson

## **MLS Executive Director Report – September 2013**

Resource Sharing Director Search-I am pleased to report that Stephen Spohn has joined the MLS staff to lead this new department as of September 11, 2013. Steve will be attending Executive Board meetings and reporting to you as part of the Management Team.

MBLC Director Search-The search was extended until 8/2/13 to identify additional candidates. The search committee has completed its interviews and is recommending 3 finalists to MBLC. The Commissioners' interviews with finalists are planned for September 25-27.

Advocacy/Budget-MBLC is holding a town meeting on September 12<sup>th</sup> after its monthly meeting at the Worcester PL. I plan to attend and give testimony to support funding for eBooks and related MLS efforts.

Statewide eBook Platform-Deb, Catherine and I are continuing contract negotiations. The contracts are complex and have many new aspects for our attorney and us. Deb has launched training events and invited the pilot libraries the automated networks and MLS staff.

Whately Facility Activities-Catherine and I met with potential tenants (Town of Whately consortium), the USDA, and an appraiser on 8/9. We plan to list the property for sale as soon as possible. The Whately consortium expressed strong interest in continuing discussions. We are awaiting follow up to show it to interested parties from the towns. We received a call from Rep. Kulik's office about the interest from the towns and we received a letter from the Town of Sunderland with a written expression of interest. The USDA expressed willingness to work with us on a sale or lease.

MassCat-Catalyst chosen and contract signed for Koha development to allow compatibility with the Virtual Catalog.

December Board Orientation-The Orientation for new Board members is scheduled for the morning of December 9, 2013 at MLS Marlborough followed by lunch and the December meeting. We'd like to suggest a new community-building component into this day by inviting all MLS staff to attend the luncheon to provide an opportunity for staff and board members to get acquainted.

#### Professional Activities

- Deb Hoadley and I are working with LYRASIS to plan an eBook Summit meeting in conjunction with the DPLAfest in Boston on October 24. Our goal is to identify ways to work together as consortia to improve access to eBooks for libraries.
- I am cohosting with Jeff Goldenson, Harvard Innovation Lab, and Deb Hoadley, a workshop at DPLAfest on October 25<sup>th</sup> to discuss licensing and hosting issues for copyright and DRM-protected content in digital libraries and how these might align with DPLA activities or become a part of a DPLA sustainability model.

#### **CE and Advisory Report- Carolyn Noah** 8/1/13 - 8/30/13

Advisory staff made 15 site visits and responded to 74 advisory questions. We spent 74 hours in advisory contact and 18.5 hours in travel to respond. Our site visits accounted for 29 hours of travel.

Highlights of the advisory month:

- several Bruins Rookie Day Celebrations (part of the summer library program)
- many, many database and MassCat questions, since school began
- questions on using tablets
- visits to new library directors and children's services staff
- MBI installations
- Space planning

We led four CE events, including two on weeding by Mary, one on customer service by Sarah and Deb, and a small library roundtable convened by Greg and Mary.

BiblioTemps® currently has 15 placements in positions ranging from library assistant to reference librarian. Kelly is working on 13 additional placements for 6 clients.

At this writing, 127 are registered for the annual meeting.

**Financial/Business Report-Catherine Utt**

Financial Report

See next page for ending balances for August 2013.

Delivery

We will be conducting surveys of CWMARS libraries in September for turnarounds study as benchmarks for comparison during the October delivery survey to ensure delivery quality meets contractual standards.

The next delivery committee meeting has been scheduled for Wednesday, November 13.

Bibliotemps

See last page for ending balances for August 2013.

**Massachusetts Library System  
Fiscal Year 2014**

**End Balance August 2013**

**Line Item Budget**

	Budget	Actual	Percentage	Comments
<b>I. PERSONNEL COSTS</b>				
A. Salaries and Wages	1,240,855.00	202,151.28	16.29%	
B. Applicable Benefits	399,750.00	26,430.89	6.61%	
<b>SUBTOTAL</b>	1,640,605.00	228,582.17	13.93%	
<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	787.43	26.25%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	25,602.49	41.29%	
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	1,828.82	12.19%	
2. Postage	2,000.00	282.86	14.14%	
3. Telephone	15,000.00	2,400.81	16.01%	
4. Printing	10,000.00	380.00	3.80%	
5. Travel				
a) In-state	55,000.00	3,861.44	7.02%	
b) Out-of-state	25,000.00	7,432.76	29.73%	
6. Equipment Maintenance and Repair	4,500.00	731.38	16.25%	
7. Space Rental/Electricity	169,120.00	10,902.52	6.45%	
8. Audit	25,000.00	0.00	0.00%	
9. Other	95,000.00	15,270.67	16.07%	
D. Regional Vehicle Expenses	0.00	615.35		
E. Contractual Services (Excludes Online Content)	2,880,000.00	182,237.33	6.33%	
<b>SUBTOTAL</b>	4,984,518.00	252,333.86	5.06%	
<b>TOTAL</b>	6,625,123.00	480,916.03	7.26%	
<b>III. SUB-CONTRACTED SERVICES</b>				
<b>TOTAL</b>	600,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>7,225,123.00</b>	<b>480,916.03</b>	6.66%	

**Bibliotemps  
Fiscal Year 2014**

**End Balance August 2013**

**Line Item Budget**

	Current Month	YTD	Comments
<b>I. REVENUE</b>			
A. Bibliotemps Revenue	16,874.16	53,159.10	
B. Bibliotemps Costs	15,084.86	53,179.55	
<b>NET INCOME SUBTOTAL</b>	1,789.30	-20.45	
<b>I. PERSONNEL COSTS</b>			
A. Salaries and Wages	2,581.30	6,453.25	
B. Applicable Benefits	580.64	972.63	
<b>SUBTOTAL</b>	3,161.94	7,425.88	
<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	309.86	309.86	
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	309.86	309.86	
<b>SUBTOTAL</b>	3,471.80	8,860.74	
<b>INCOME AFTER EXPENSES</b>	-1,682.50	-8,881.19	