

Massachusetts Library System
Executive Board Meeting Minutes January 13, 2014

The meeting of the Massachusetts Library System (MLS) at the Marlborough office was called to order at approximately 1:03 p.m. by William Adamczyk, President.

Present: MLS Executive Board Members: William Adamczyk, Charlotte Canelli, Cathy Collins (by phone), Tim Gerolami, Millie Gonzalez (by phone), Betty Johnson, Ellen Keane (by phone), Amy Lewontin, Margot Malachowski, Patrick Marshall, Jacqueline Rafferty, Bert Saul, Henry Toromoreno, John Walsh, Sarah Watkins

Ex-officio: Greg Pronevitz, MLS Ex. Director; Dianne Carty, MBLC (by phone); Anna Fahey-Flynn, LFC (by phone @ 1:56)

Guests: Catherine Utt; Carolyn Noah; Steve Spohn

Minutes from December meeting approved. Motion-Patrick; Second-Tim. Unanimous.

Minutes from September Executive Session approved. Motion-Patrick; Second-Bert. 1 member abstained.

Minutes from December Executive Session approved. Motion-Patrick; Second-Margot. Unanimous.

Policy for executive session minutes:

Not posted online

Vote on paper copy

Approved copy to Business Manager

It was mentioned that one library has policy to review executive session minutes every two years. Minutes then can be released if review is favorable. Will to write a blurb for the Executive Board Handbook.

Motion to suspend MLS meeting and reconvene as the WMRLS Board.

Motion-Patrick; Second-Amy. Unanimous.

Meeting suspended at 1:15 p.m.

Meeting resumed at 1:21 p.m.

Merge Online Content and Resource Sharing Advisory Committees

At the December 20 joint meeting of the Resource Sharing and Online Content advisory committees, there was consensus to merge the two committees. This is in line with MLS' vision and goals for the new Resource Sharing Team.

Committee Charge

The *new* Resource Sharing Advisory Committee reflects the merger of the previous Resource Sharing Advisory Committee with the Online Content Advisory Committee as well as MLS' focus on the convergence of print and online access and resource sharing. The new committee will meet more regularly (tentatively quarterly) and advise MLS on its activities and its role to provide interlibrary loan, document delivery and eContent services, training, support and leadership for member libraries.

Advisory Areas: Databases; Document delivery; Interlibrary loan – mediated and patron-initiated; eContent – including eBooks; Related continuing education and support provided by MLS; MLS' role and engagement in regional and national resource sharing efforts

Motion to approve the merger of the two committees. Motion-Patrick; Second-Bert. Unanimous.

Amy volunteered to be Executive Board Liaison to the new committee. Steve will recruit 15 at large members for the committee. No need for Board to approve committee roster.

Authority to charge fees

State audit triggered an informal question of whether MLS has authority to charge fees. Our attorney looked at this and there is no MA law, legislation or IRS code that restricts MLS authority to charge fees. Supplementary services, such as MassCat, Bibliotemps, OCLC licensing, newspaper grants, eContent, and barcode duplicator rental, fulfill MLS mission.

Board Development

In the early years of MLS existence, the Board was figuring out its role so board development work was vital. Now perhaps board development can take the form of continuing education or professional development. In December, the snowstorm hampered efforts for board orientation. Board can submit questions to Will for discussion over lunch at the next meeting. Why go to Legislative Breakfasts? How to be an ambassador for MLS? It is important for Board members to participate in Round Tables, Legislative Breakfasts, and Member Forums whenever possible. Last year Greg began the practice of visiting new Executive Board members at their libraries to help foster communication and answer questions on familiar turf.

Plan of Service Update

Management team added status report on output measures. MHEC statistics show the number of libraries, enrolled in the co-operative purchasing program, is similar to old model. It is hard to make apples to apples comparison. Our contract with MHEC is for .5% of member library purchases as payment to MLS which is about \$20,000 quarterly.

Marlborough Facility Upgrade

A space planning expert has been hired and the ideas generated for the Marlborough office built-out are more costly than originally planned for. Greg will email the Board the new estimate for renovations. The Board will have an opportunity to discuss the estimate and will then take an email vote concerning setting aside more money for the project. Money has already been budgeted for new furnishings for the 10 new staff. Monies now spent on contracted mediated ILL will pay for added staff. Leasing space in the west vs. owning the Whately facility will save money. Plans are for a 5 year lease with option of 5 year renewal.

Reports

Executive Director's Report-Greg Pronevitz- attached at end of minutes

CE and Advisory Report-Carolyn Noah- attached at end of minutes

Financial-Catherine Utt- attached at end of minutes

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

MBLC -Dianne Carty

-Library statistics are showing dipping or leveling off of circulation for libraries statewide.

-Search for new MBLC director has launched. One application received so far.

-House 1 (Governor's budget) due Jan 23.

-Legislative Breakfast season is starting.

-Massachusetts Municipal Association conference is Jan 24-25.

Library for the Commonwealth (LFC)-Anna Fahey-Flynn

-Hoopla, a service that partners with library to provide patrons thousands of movies, television, music, and audio book titles, should rollout soon.

-LFC web presence by end of Feb

- Gates grant for Digital Public Library of America
- Publisher Simon and Schuster now participating in Overdrive

Other Business-

Personnel Committee needs more members. Greg is planning to send out a call for committee volunteers to membership. Executive Board committee liaisons can re-up.

Future MLS Executive Board Meetings-

February 10, 2014 - Marlborough	July 21, 2014 - Marlborough
March 17, 2014 – Whately	August 18, 2014 - Marlborough
April 14, 2014 - Marlborough	September 15, 2014 - TBA
May 19, 2014 - Marlborough	October 20, 2014 - Marlborough
June 16, 2014 – TBA	November 3, 2014 (Annual Mtg) - TBA
December 15, 2014 (Orientation) - Marlborough	

Motion to adjourn at 3:05 p.m. Motion-Patrick; Second-Tim.

Respectfully submitted,
Betty P. Johnson, Clerk

Executive Director's Report – January 2014

Facilities-The buyers and we are working through contingencies to conclude the sale. We are hoping for a closing in late January. The largest potential issue is the environmental testing required for the landlord to sell their current property. We are exploring alternative office space for MLS's long-term Western Massachusetts presence. We are working with our landlord and a space planner to expand the Marlborough office to accommodate the new ILL Center and Resource Sharing team.

Personnel-We have begun advertising for the Member Services Account Clerk II position to fill this vacancy. There are no qualified potential applicants on the MLS staff so we will not do an internal posting. We will attempt to quickly fill the position to be vacant in March when Mary King retires to try and have a few weeks of overlap with Mary and the new Advisor specializing in small public libraries. No one on staff is interested in this position, so we'll advertise externally. We plan to make a recommendation about the Member Services and Event Coordinator position shortly. We plan to post the Resource Sharing Assistants positions in late winter. Grant funding for the Massachusetts Broadband Initiative project's circuit rider has ended. Tone Nunes last day was in December. Dianna Davis, Technical Advisor, will take over his responsibilities.

Member Forums-We are planning a series of member forums as a new communications tool to encourage member feedback and participation in MLS decision making. See excerpt from draft promotion below. "The MLS team and Executive Board representatives will be on the road in the coming months to hear your perspectives and aspirations for services. These special events will gather input from library staff members; provide you with an update on service direction. Some events will include a guided tour of our hosting member library. We invite staff from all member libraries to join us for these important events, which will be held around the Commonwealth."

Planned events

Resource Sharing Focus Forum – February 26, 2014

ABS Information Commons, Massachusetts Maritime Academy, Bourne

Training & Professional Development Focus Forum -- March 28, 2014

MITRE Corporation Information Services, Bedford

MLS Services Focus Forum – May tba, 2014 in Worcester at the DCU Center as part of the Massachusetts Library Association Annual Conference

Statewide eBook Platform-Negotiations with ProQuest for EBL short-term-loan content are still underway. We hope to add this content to the pilot project soon. Deb Hoadley will be doing a demo at the MBLC monthly meeting on January 9th in Quincy.

Massachusetts eBooks in the News. Several news/blogs/podcasts have posted about our project.

“Against the Grain” recently published a piece on the MA eBook Project:

<http://www.against-the-grain.com/2013/12/massachusetts-launches-multi-type-library-ebook-pilotproject/>

The “Digital Reader” posted a piece about the MA eBook Pilot: http://www.the-digitalreader.com/2013/11/26/massachusetts-launches-statewide-digital-library-pilot/#.Urw_HPbpacM

Library City reprinted it: <http://librarycity.org/?p=9292>

I was recently interviewed about the pilot project for the “Kindle Chronicles” podcast:

<http://www.thekindlechronicles.com/2013/12/20/tkc-281-greg-pronevitz/>

Statewide Discovery System Committee-Steve and I serve on this committee. We are working to generate a request for information to present to potential vendors by February. Discovery systems, e.g., ProQuest Summon, provide the ability to search multiple library resources simultaneously. We are seeking a system to search all statewide catalogs and eContent with the potential for libraries to also search their own local content.

MBLC Director Search-The search has been extended. A new job advertisement will be issued shortly with a February deadline. Search Committee members will be available to meet interested candidates at ALA midwinter in Philadelphia in January.

Legislative Breakfasts-MLS staff and Executive Board members will be presenting at legislative breakfasts across the Commonwealth. I hope you can attend one in your neighborhood. If you are able to attend, please introduce yourself to the MLS staff so you can be properly introduced to attendees.

1/17/14-Springfield PL, Greg 1/24/14-Williamstown PL, Mary King

1/31/14-Westwood PL, Steve; Bellingham PL, Carolyn 2/6/14-Milton PL, Will Adamczyk

2/7/14-Amherst PL, Margot Malachowski; Lexington HS, April Mazza & Sarah Sogigian;

Bolton PL, Deb Hoadley; Middleborough, Kelly Woodside; Mashpee, Steve

2/14/14-Worcester PL, Greg 2/21/14-Holyoke PL, Greg; Millbury PL Time? -- TBA

2/28/14-Palmer PL, Greg; Longmeadow, Dianna Davis; Westborough High School Time? -- TBA

3/7-Charlton PL Time? – Greg

Continuing education and advisory report- November and December 2013

In November 513 members attended 28 continuing education events. Highlights included the annual meeting (reported on last month); Trustee Orientations in Mashpee and Brewster, Accidental Cataloger looks at RDA, the eBook launch party, programs on global literature for children, and Boston Book Buzz.

MLS sponsored 22 December continuing education events attended by 281 people. 12 programs were online. Gale offered 7 online trainings. Other notable events for the month were: Let’s talk about books (readers advisory presented by Cheryl Bryan, two Customer Service workshops, and Mining Massachusetts: a toolkit for Librarian/info pro job seekers and their employers.

In November, we responded to 73 advisory questions and spent 54 hours doing so. We made 13 site visits and spent 36 hours in member libraries. Recurrent themes were tech support and Gale site; MBI site visits; summer 2014 questions. Advisors worked with several librarians to brainstorm solutions to problems.

We had a slower December, with 61 advisory contacts and 4 site visits. We spent 62 hours working with members and 21 in travel to do so. Some interesting topics included MLS and PDPs, videoconferencing, IP whitelists, lots of collection analysis help, Small Libraries in Networks, IT support for the MBI libraries, and the inevitable summer reading program.

April Mazza began work on the day of the board's December meeting. In her first month, she's established herself well, charted a six-month plan to get to know her constituencies, helped lead a program on apps, and established a solid niche on our staff.

19 BiblioTemps® contractors are working in the field as compared to 21 in November. One very public placement was an interim network administrator for MVLC.

Greg and I met with most of the executive board of CLAMS on December 19. Our purpose was to improve communication and address some concerns they had raised about continuing education scheduling. On returning, I began to work with advisors to address some of their requests. The meeting was definitely productive.

A statistical overview of FY13 continuing education and advisory service shows that there are areas of the state and library types that are underserved. We plan to address their needs in the near future.

Resource Sharing Report-January 2014

Committee Report-The Resource Sharing and Online Content advisory committees met jointly on December 20, 2013, at the MLS office in Marlborough. Meeting Highlights include:

- Steve Spohn led a brief discussion and review of the two committees. There was consensus to recommend that the MLS Executive Board merge the two committees.
- Deb Hoadley provided an update on the MA eBook Project.
- Steve Spohn and Sue Kaler provided an update on the Mediated ILL Transition. Members agreed that we need to ramp up communications and member engagement on this topic.
- Steve Spohn outlined the RS communications plan that includes communications for the ILL transition.
- Greg Pronevitz led a discussion about sustainability and funding models to expand eBooks to a statewide effort. It was clear (1) that content was a primary concern and (2) that some libraries are already feeling stretched to provide access to eContent.
- In other business, Steve Spohn announced that MLS is currently investigating a small number of instances where MLS members are charging one another for interlibrary loans.

Communications-We are putting the RS communications plan in motion in January. This month, we will realign the RS content on the website to make room for RS updates while shifting important information and links to LibGuides.

Mediated Interlibrary Loan Transition-This is a busy time for the ILL transition:

- MLS welcomed Sue Kaler on January 2 as Interlibrary Loan Manager.
- Position descriptions for resource sharing assistants were prepared for approval.
- Sue Kaler and Steve Spohn will form an informal task force to engage members and partners in the transition.
- Sue Kaler and Steve Spohn continued to work with vendors on pricing and services for FY 2015

Informal Task Force: Mediated ILL Transition-The Informal Task Force for the Mediated ILL Transition will provide a sounding board for MLS staff during the planning and implementation of the transition to in-house mediated interlibrary loan from February to July 2014. This is a temporary, informal body that will likely only meet in-person once or twice with the remainder of feedback/input collected electronically.

Membership: **Leader** Sue Kaler; **Sponsor** Stephen Spohn; **Board link** TBD; **Staff link** Mary King;
Document delivery (BPL) link Susan Applegate; **SE/W ILL (Quincy) link** Megan Allen or designee;
Network link TBD; • **Member** TBD

Tentative Transition Schedule - Updated

December Communications plan finalized – including blog/email updates

January Interlibrary Loan Manager begins

ILL Transition Task Force begins work

ILL Transition Plan draft created and shared

ILL Transition Task Force formed
 February ILL Transition Plan finalized
 RSCOI face-to-face meetings begin (*tentative*)
 March Resource Sharing Assistants begin
 Preparation for Wellesley operations transition completed
 April Pilot launched; Wellesley operations migrated
 Pilot operations evaluated; course corrections made
 May Preparation for Quincy operations transition completed
 June Final communications “touch-ups” in preparation for July
 July Full formal operations begin at MLS

eBook Sustainability-With the MA eBook Project in implementation, our attention has shifted to financial sustainability of a statewide program for eContent. We have been looking at data on current library expenditures and developing scenarios for public, academic and school libraries to contribute. We are currently discussing the scenarios with MBLC with plans to present to the eBook Sustainability Task Force on Jan.21.

Business/Financial Report-January 2014

Financial Report-See reports for ending balances in December 2013. December expenditures are preliminary and may change.

Staffing-The Member Services and Account Clerk II position has been posted and a hiring committee has been formed, with phone and final interviews tentatively scheduled for the end of January through beginning of February.

Delivery-Testing of the NOBLE network for sort-to-light has begun. Sort-to-light system-wide is expected for the end of January or beginning of February after the NOBLE system completes a scheduled system upgrade.

Bibliotemps-See financial data at end of report.

<i>Massachusetts Library System</i>		End Balance Dec 2014 (Preliminary Numbers)		
Fiscal Year 2014				
Line Item Budget				
	Budget	Actual	Percentage	Comments
I. PERSONNEL COSTS				
A. Salaries and Wages	1,240,855.00	552,337.95	44.51%	
B. Applicable Benefits	399,750.00	124,260.75	31.08%	
SUBTOTAL	1,640,605.00	676,598.70	41.24%	
II. OPERATING EXPENSES				
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	1,939.71	64.66%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	33,020.42	53.26%	
2. Office Equipment and Furnishings	20,000.00	0.00	0.00%	
3. Vehicles	0.00	0.00	0.00%	
C. Office Expenses				

1. Supplies	15,000.00	7,322.92	48.82%	
2. Postage	2,000.00	570.73	28.54%	
3. Telephone	15,000.00	6,604.46	44.03%	
4. Printing	10,000.00	6,244.60	62.45%	
5. Travel				
a) In-state	55,000.00	18,918.98	34.40%	
b) Out-of-state	25,000.00	13,754.26	55.02%	
6. Equipment Maintenance and Repair	4,500.00	1,669.78	37.11%	
7. Space Rental/Electricity	169,120.00	40,685.43	24.06%	
8. Audit	25,000.00	17,535.00	70.14%	
9. Other	95,000.00	69,028.56	72.66%	
D. Regional Vehicle Expenses	0.00	615.35		
E. Contractual Services (Excludes Online Content)	2,880,000.00	1,202,020.83	41.74%	
SUBTOTAL	4,984,518.00	1,419,931.03	28.49%	
TOTAL	6,625,123.00	2,096,529.73	31.65%	
III. SUB-CONTRACTED SERVICES	600,000.00	0.00	0.00%	
TOTAL	7,225,123.00	2,096,529.73	29.02%	

Bibliotemps**Fiscal Year 2014****Line Item Budget**

	Dec-2013	YTD	Comments
I. REVENUE			
A. Bibliotemps Revenue	21,792.83	151,216.38	
B. Bibliotemps Costs	18,330.06	128,466.48	
NET INCOME SUBTOTAL	3,462.77	22,749.90	
I. PERSONNEL COSTS			
A. Salaries and Wages	2,658.74	17,243.09	
B. Applicable Benefits	334.04	2,746.30	
SUBTOTAL	2,992.78	19,989.39	
II. OPERATING EXPENSES			
A. Equipment			
1. Computer Hardware and Software	0.00	2,250.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	0.00	2,250.00	
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	0.00	594.69	
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	0.00	594.69	
SUBTOTAL	2,992.78	22,834.08	
INCOME AFTER EXPENSES	469.99	-84.18	