

Massachusetts Library System
Executive Board Meeting Minutes June 16, 2014

The meeting of the Massachusetts Library System (MLS) at the Marlborough/Whately office was called to order at approximately 1:30 p.m. by William Adamczyk, President. The meeting was held at both offices with teleconferencing between the two.

Present: MLS Executive Board Members: William Adamczyk, Charlotte Canelli, Cathy Collins (by phone), Tim Gerolami, Betty Johnson, Ellen Keane (1:25), Amy Lewontin, Margot Malachowski, Patrick Marshall, Bert Saul, Henry Toromoreno

Ex-officio: Greg Pronevitz, MLS Ex. Director; Dianne Carty, MBLC

Guests: Catherine Utt; Carolyn Noah; Steve Spohn; Rick Levine; Frank Murphy, Commissioner

Minutes from May meeting approved with one correction. Meeting was in Marlborough, not Whately. Motion-Patrick; Second-Tim. Unanimous.

Remove Ineligible Libraries from Membership

Motion to remove ineligible libraries. Motion: Patrick; Second: Bert. Unanimous.

Abbot Elementary School	Westford	Lanesborough Elementary School	Lanesborough
Albert N. Parlin School	Everett	Laurence C. MacArthur Elementary School	S.Yarmouth
Ayers Ryal Side School	Beverly	Linden School	Malden
Center School	Longmeadow	Lyons School	Randolph
Cohasset Middle High School	Cohasset	Millbury Memorial Junior Senior High School	Millbury
Daley Middle School	Lowell	Nabnasset Elementary School	Westford
Douglas Intermediate Elementary School	Douglas	North Beverly Elementary School	Beverly
East Boston High School	East Boston	Northbridge Middle School	Whitinsville
Eastford Road School	Southbridge	Oak Street -Horace Mann School	Franklin
Haggerty School	Cambridge	Rebecca M. Johnson Elementary School	Springfield
Hale Middle School	Stow	Roosevelt Middle School	New Bedford
Harwich Middle School	Harwich	Tantasqua Regional High School	Fiskdale
Holy Name Central Catholic Jr/Sr High School	Worcester	Thomas M. Balliet Elementary School	Springfield
Hosmer Elementary School	Watertown	Warner Elementary School	Springfield
John J. Ahern Middle School	Foxborough	White Street School	Springfield
John Ward Elementary School	Newton		

Nominating Committee Report

Catherine reported that a call for nominations with a July 10 deadline was sent out. Three Board openings to fill. Does anyone on the Board want to re-up? Perhaps a more personal invitation from a Board member to a potential nominee would be helpful. Reach out to affiliated groups, i.e. MSLA, MLA. Will and Margot are working on the slate of officers.

eBook Platform Planning and Budget

Greg thanked Deb Hoadley and Steve Spohn for all their work on the Pilot. Deb and Steve are putting together a report for the MBLC for their July meeting when continuation will be put to a vote. If approved, there will be a quiet, gradual statewide roll-out. MLS will provide the platform and infrastructure while an anticipated contribution from libraries will fund content. Roles of the players (networks, libraries, MBLC, and MLS) need to be outlined.

Steve reported that feedback on the funding model was received and the response was pretty good. The funding model will be reexamined in the next couple of years. Work is still being done on a model for special libraries. A steering committee will be named from participating member libraries. Meetings are scheduled to get feedback from the networks. FY15 is not final so the eBook project will be in a holding pattern after MBLC vote.

Motion to endorse the Massachusetts eBook Project. Motion-Patrick; Second-Charlotte. Unanimous.

Report from Statewide Resource Sharing Committee Meeting

Successes

“1. One of the greatest successes of this project was the engagement of the pilot libraries with the project and with one another. This project was a great example of multi-type library collaboration. In addition, the three task forces were very productive during the pilot program, laying the groundwork for the future. In short, this was a participant-driven project.

2. Another great success is our engagement with our vendor partners. In particular, Baker & Taylor and BiblioLabs have been very responsive to suggestions, very active in our training efforts and also very active in their efforts with publishers on our behalf.

3. Advocacy has been another important component of the project. The pilot libraries were engaged with the legislative agenda, and Baker & Taylor successfully expanded access to publishers that was previously unavailable to libraries in consortia. In addition, MLS expanded its collaboration with other major U.S. consortia including a shared booth at Book Expo America to promote cooperation between libraries and publishers.”

Lessons Learned

“1. Contract negotiations and other critical items took longer than expected, pushing back the time frame considerably. Some pilot libraries were fatigued by the drawn out project, and scheduling became challenging as the launch of the pilot project faced the different calendars in play, such as the school year and the academic calendar.

2. Because it is a pilot project, there were often just a few staff members at each library that were engaged. This likely slowed implementation and use of the products.

However, this is to be expected in a pilot project.

3. The process of pilot library selection focused on library type, but didn't factor in the networks and geographies of the state. This has led to some misunderstandings and perceived inequity.

4. Authentication is currently not optimal, and we continue to work with the vendors on a scalable approach. (Note, however, that the networks have been very cooperative in handling authentication needs for their pilot libraries.)”

Deb Hoadley developed two surveys to gather feedback on the Pilot Project from staff and patrons. Pilot libraries are requesting to continue with project. Usage statistics “reflect varying launch times and intensive training times throughout the pilot project, so it is premature to extract meaning. However, it does appear that use is on the rise for all products, and we now have baseline data that can be used to monitor progress in the longer term.” Data on type of devices used for downloads is not available for the Pilot. Question asked ‘what is considered a circ?’

Frank Murphy, commissioner, stated that the results are not tangible but reflect the experience gained during the Pilot. The agenda for the Resource Sharing Committee must define the purpose of Phase 2 and set clear FY15 goals and outcomes.

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

- Budget is still in conference committee.
- New MBLC officers to be determined at next meeting.
- Manager position has been posted and closes on July 15. 6 applications received to date.
- The Board approved provisional grant awards for Planning and Design worth nearly \$1M to 20 libraries from a pool of 26 viable applicants.
- State tax collections are running nearly \$600M above the original state budget benchmarks.

Library for the Commonwealth (LFC) - none

Other Business

Youth Services Advisory Committee meeting in June

Committee is supportive of exploring new platform for Summer Reading. One platform being looked at is Wandoo Reader from Evanced Solutions.

Evaluation process for Greg-Officers will do majority of evaluation with feedback from other Board members

Future MLS Executive Board Meetings-

July 21, 2014 - Marlborough

August 18, 2014 - Marlborough

September 15, 2014 - TBA

October 20, 2014 - Marlborough

November 3, 2014 (Annual Mtg) – Holy Cross

December 15, 2014 (Orientation) - Marlborough

Motion to adjourn at 2:25 p.m. Motion-Patrick; Second-Tim.

Respectfully submitted,
Betty P. Johnson, Clerk

Executive Director's Report – June 2014

Facilities

- **Whately**--We continue to work through steps to finalize the purchase and sale agreement with the buyer and the USDA. The Attorney General has approved the sale.
- We are investigating possible rental locations in the I-91 corridor.
- **Marlborough**--Most of the build out is complete. The final step will be installation of mailing area/storage.

Interlibrary Loan Center

MLS ILL Center is processing requests statewide. Agreements and technical set up for Minuteman and OCLN networks are in place.

Statewide eBook Platform

- Steve, Deb, and I are met with the Statewide Resource Sharing Committee to make recommendations for a statewide rollout.
- We are reviewing the likely staffing needs for a statewide rollout and plan to include placeholders in the next fy2015 revision and the fy2016 draft budget for discussion in August.

Statewide Discovery System Committee

We've reviewed six responses and are setting up demos for the top responders with stakeholders to gauge library interest and to determine our next steps.

Delivery

We are finalizing the details with Optima for a two-year contract extension with a third year option.

CE and Advisory Report-June 2014 (Reporting on May 2014)-Carolyn Noah

In May our staff enjoyed 117 advisory contacts with members and spent 134.5 hours engaged with them. We made 17 site visits over 15 hours. Some were new library director visits, strategic planning assistance, working with staff on management or personnel quandaries.

Some notable themes in May's advisory work were summer library programs, strategic planning (both for public and academic libraries) new director visits, help with database problems and geolinks, and technology planning.

Also notable this month is the work Diana has been doing to get the MBI libraries up and running as they go live. She's doing everything from managing Small Libraries in Network grants to negotiating with ISPs over changes, planning training, and visiting libraries to make sure they are ready to go.

400 members attended 26 continuing education events, including 10 webinars. Included were:

- 2 Spring Flings (books and technology for school librarians)
- An Urban Library Roundtable and a Library Director Roundtable
- The ADA and Good Customer Service: What's beyond facility accessibility Keep Calm and Manage on: Time Management
- Evanced (summer library program software) training
- Webinars on topics such as apps for mobile devices, Prezi, and Animoto

BiblioTemps currently has 24 employees working in libraries and several placements in process. Kelly has been conducting interviews to renew the worker database.

In a separate document you will find the final list of school libraries not eligible for MLS membership. Of these we learned that four have closed or their schools have merged. The balance did not respond to multiple enquiries. You voted on a similar list at the May board meeting. Five of the libraries listed then have since been reinstated.

Resource Sharing Report-June 2014-Stephen Spohn

1. Mediated Interlibrary Loan Transition

- MLS has now taken over operations from both ILL Centers. We still need to hire 1.5 more Resource Sharing Assistants, so things are a bit hectic.

2. eContent

- We've set up trials and shared information with quite a few networks and consortia in MA in anticipation of a launch of the eContent Program.

3. Other Activities

- The Resource Sharing Advisory Committee held its first meeting. Minutes are forthcoming.
- MLS exhibited at BEA along with AMIGOS, Califa, LYRASIS and RAILS. There were great conversations with our consortia colleagues, authors and publishers. This is definitely one to repeat.

Financial Report-June 2014-Catherine Utt

See reports for ending balances in May 2014.

We're preparing for the end of the year. Database payments have all been made for fy2015 and we're cleaning up remaining invoices. Ebook funds will be made to a deposit account with Lyrasis for use in fy15 for ebook content and platform access.

The onsite work for the fy14 financial audit has been scheduled for the second week of August.

MHEC- MHEC and I received some feedback regarding the cooperative purchasing contract from the Western Massachusetts Tech Services group. We met with them at a roundtable on Monday, June 9 to listen to their issues and discuss solutions. We're working on addressing some requests for simplified access to information, especially regarding net pricing lists for popular items, as well as incorporating more member feedback into the bidding process in the future.

Delivery- Delivery contract negotiations are continuing. Budget implications have been included on the fy2015 Draft Budget Revision

Bibliotemps

See financial data at end of report.

Massachusetts Library System Fiscal Year 2014			End Balance May 2014	
Line Item Budget				
	Budget	Actual	Percentage	Comments
I. PERSONNEL COSTS				
A. Salaries and Wages	1,240,855.00	1,106,889.46	89.20%	
B. Applicable Benefits	399,750.00	336,314.60	84.13%	
SUBTOTAL	1,640,605.00	1,443,204.06	87.97%	
II. OPERATING EXPENSES				
A. Books and Other Library Mtls.				
1. Online Content - Reference	993,898.00	0.00	0.00%	
2. Online Content - eBook	610,000.00	125,090.00	20.51%	
3. Professional Collection	3,000.00	5,292.17	176.41%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	78,068.87	125.92%	
2. Office Equipment and Furnishings	20,000.00	39,620.80	198.10%	
3. Vehicles	0.00	0.00		
C. Office Expenses				
1. Supplies	15,000.00	17,360.67	115.74%	
2. Postage	2,000.00	2,290.07	114.50%	
3. Telephone	15,000.00	12,344.24	82.29%	
4. Printing	10,000.00	6,244.60	62.45%	
5. Travel				
a) In-state	55,000.00	42,810.94	77.84%	
b) Out-of-state	25,000.00	29,345.08	117.38%	
6. Equipment Maintenance and Repair	4,500.00	3,910.83	86.91%	
7. Space Rental/Electricity	169,120.00	124,635.83	73.70%	
8. Audit	25,000.00	23,565.00	94.26%	
9. Other	95,000.00	149,182.02	157.03%	
D. Regional Vehicle Expenses	0.00	615.35		
E. Contractual Services (Excludes Online Content)	2,880,000.00	2,432,622.58	84.47%	
SUBTOTAL	4,984,518.00	3,092,999.05	62.05%	
TOTAL	6,625,123.00	4,536,203.11	68.47%	
III. SUB-CONTRACTED SERVICES				
	600,000.00	0.00	0.00%	
TOTAL	7,225,123.00	4,536,203.11	62.78%	

Bibliotemps Fiscal Year 2014			
Line Item Budget			
	May-14	YTD	Comments
I. REVENUE			
A. Bibliotemps Revenue	57,518.52	387,312.57	
B. Bibliotemps Costs	47,863.51	325,262.44	
NET INCOME SUBTOTAL	9,655.01	62,050.13	
I. PERSONNEL COSTS			
A. Salaries and Wages	2,658.74	31,866.16	
B. Applicable Benefits	254.60	4,576.49	
SUBTOTAL	2,913.34	36,442.65	
II. OPERATING EXPENSES			
A. Equipment			
1. Computer Hardware and Software	0.00	4,500.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	0.00	4,500.00	
C. Office Expenses			
1. Supplies	0.00	0.00	
2. Postage	0.00	0.00	
3. Telephone	0.00	0.00	
4. Printing	718.69	718.69	
5. Travel			
a) In-state	254.60	866.42	
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	973.29	1,585.11	
SUBTOTAL	3,886.63	42,527.76	
INCOME AFTER EXPENSES	5,768.38	19,522.37	