

Massachusetts Library System
Executive Board Meeting Minutes May 19, 2014

The meeting of the Massachusetts Library System (MLS) at the Whately office was called to order at approximately 1:40 p.m. by William Adamczyk, President.

Present: MLS Executive Board Members: William Adamczyk, Charlotte Canelli, Tim Gerolami (by phone), Millie Gonzalez (by phone), Betty Johnson, Ellen Keane (by phone), Amy Lewontin, Margot Malachowski, Patrick Marshall, Jacqueline Rafferty (1:08), Bert Saul, Henry Toromoreno (by phone), John Walsh (1:45), Sarah Watkins (by phone)

Ex-officio: Greg Pronevitz, MLS Ex. Director; Dianne Carty, MBLC; Anna Fahey-Flynn, LFC (by phone 2:12)

Guests: Catherine Utt; Steve Spohn

Board congratulated Dianne Carty on her appointment as Director of MBLC.

Minutes from April meeting approved. Motion-Patrick; Second-Amy. Unanimous.

Nominating Committee

Committee Charges-Make recommendations to fill vacancies on the Executive Board and to fill Officer positions for annual election. Committee members are Esme Green, Goodnow Library-Sudbury; Brian Hubbard, Westfield State University; Executive Board member whose term is ending. Call for nominees should happen before June so school staff members have the opportunity to apply.

Remove Ineligible Libraries from Membership

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

Organization Name	Loker Kindergarten School
A. C. Whelan Elementary School	Lynch Elementary School
Ambrose Elementary School	Marsh Grammar School
Bishop Connolly High School	Martin E. Young Elementary School
Bridgewater Middle School	Masconomet Regional High School
Brooks Elementary School	Medford High School
Centerville Elementary School	Merriam School
Cold Spring Elementary School	Nathaniel Morton Elementary School
Columbus Elementary School	Ottoson Middle School
Cove Elementary School	Peirce Elementary School
Donald P. Timony Grammar School	Pincushion Hill Montessori School
Fairhaven High School	Plouffe Academy Middle School
Francis J. Muraco Elementary School	Raynham Middle School
Frank Zervas Elementary School	Robert E. Melican Middle School
Friends Academy	Sky View Middle School
Henry T. Wing School	Williams Elementary School
High School of Science and Technology	Allen Keith Middle School
Holbrook Junior/Senior High School	Barnstable High School
James Fitzgerald Elementary School	Cohen Hillel Academy
Joseph Estabrook Elementary School	Community Day Charter Public School
Lexington High School	Greater Lawrence Technical School
Lincoln Elementary School	John W. McDevitt Middle School

Lowell Community Charter Public School
Lt. Elmer J. McMahon School
Massachusetts Hospital School
Narragansett Regional High School
Norman E. Day School
Normandin Middle School
Prospect Hill Academy Charter Upper School
Prospect Hill Academy Early Childhood Campus

Rita Edwards Miller School
Saint Ann's Home, Inc.
Scituate High School
Southbridge High School
Tyngsborough High School
Undermountain Elementary School
Ware Jr. Sr. High School

Senate Budget

Should Board write a statement of support for the current Senate Ways and Means budget? LFC increase from .38/capita to .41/capita. Not sure if this means a decrease for MLS budget. House included \$125,000 for Center for the Book, but Senate did not. Budget now goes to Conference Committee and then to Governor.

Motion to support Senate budget numbers and House \$ for Center for the Book. Motion: Charlotte;
Second: Margot. Unanimous.

Budget Forecast for fy2015

Two non-board members are now on budget committee. No amended MLS budget for MBLC necessary yet. Budget figures are reduced by 2 part-time people in Resource Sharing Dept. staff. Delivery and ILL costs are up and this will reduce database prepayment \$. A sustainability model is being developed for the statewide eBook project.

Revised Committee Rosters

Management Team presented overview of revised committee rosters which will be available for download from the MLS web page.

New Position Descriptions

Resource Sharing & BiblioTemps Assistant

This is a shared position between Resource Sharing and BiblioTemps at the Massachusetts Library System. The incumbent will assist with data entry, reports, routine communications and marketing for both areas. This position is a critical link between candidates and temporary employees of MLS's BiblioTemps service. MLS seeks detailed-oriented, independent candidates with sharp communications and computer skills as well as experience updating web content and social media.

Supervision: This position reports directly to the Business Manager as part of the Member Services Team and is assigned to work closely with the BiblioTemps Manager and the Resource Sharing Director.

Manager of MassCat and eContent

The Manager of MassCat and eContent is responsible for overall planning, administration and support for MassCat, a statewide integrated library system. The incumbent also coordinates training and participation in the eContent Program. As a member of the Resource Sharing Team, the incumbent contributes to resource sharing planning and activities at the Massachusetts Library System.

Supervision: The MassCat Manager reports to the Resource Sharing Director and works with a high degree of independence.

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

- New Director at MBLC
- Manager for State Aid, Construction, Data, Technology and the Government Liaison will be posted
- SWM budget out
- Successful trip to Washington DC for ALA Legislative Day—May 5,6—met with 11 legislative aides or assistants to push the LSTA funding
- COSLA meeting on May 7—interesting comments by FCC commissioner regarding e-Rate and net neutrality-- the essential elements of E-Rate reform. I've got three: Speed, Simplify, and Spending Smart (<http://www.fcc.gov/document/commissioner-rosenworcel-remarks-cosla-meeting>) and it seems her comments had some effect...
- FCC requires an Ex Parte filing (meeting summary and list of participants) when a group meets with a Commissioner. We used this opportunity to go on record with a fuller description of the 6 priorities for E-rate modernization that were identified during the Legislative Committee meeting last Wednesday.
- The latest update from ALA WO is that there is still not agreement between ALA and ULC (Urban Library Council) on a consensus recommendation to FCC. However, with the current focus of both the Commissioners and their staff on net neutrality, the order on E-rate modernization may be postponed until July. That would allow more time to find common ground.
- Letters About Literature at Statehouse on Tuesday, May 27th at 10:30
- New officers for the Board of Library Commissioners will be voted in July
- MBLC Board meeting on June 5 at the Arlington Public Library

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

Road show tour finished for now.

Access is available to instructional materials on Google drive

Future MLS Executive Board Meetings-

June 16, 2014 – Marlborough

September 15, 2014 - TBA

July 21, 2014 - Marlborough

October 20, 2014 - Marlborough

August 18, 2014 - Marlborough

November 3, 2014 (Annual Mtg) – Holy Cross

December 15, 2014 (Orientation) - Marlborough

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

Respectfully submitted,

Betty P. Johnson, Clerk

Executive Director's Report – May 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. **Marlborough--**Most of the build out is complete. The final step will be installation of mailing area/storage.

Interlibrary Loan Center-We have signed an agreement with OCLN for network and OCLC access to pave the way for a smooth transition to the MLS ILL Center. We're waiting for a contract proposal from Minuteman. Technical set up with OCLN and MinuteMan are in progress.

Member Communications-We met with several dozen members at the Mass. Library Association Conference on May 7th during a conference track, MLS@MLA. This was a largely effective extension of the member forums held in recent months to present MLS news to members and give them the opportunity to ask questions and provide feedback.

MLS hosted exhibits at two conferences in May: Mass. Library Association and the Association of College and Research Libraries/New England Chapter. The exhibits give us the opportunity to meet members that we don't normally have contact with and to touch base with members who are familiar with us. The MLA exhibit was cosponsored by MHEC (our purchasing cooperative partner).

Statewide eBook Platform-Because of the delay in implementing all content providers we extended the eBook Pilot Project and additional costs will be incurred. We need to add \$60,000 for two additional months of BiblioBoard's content to all pilot libraries and \$20,000 for additional Baker & Taylor content. Some of these added funds may be offset by under spending the \$100,000 allocated for EBL short-term loans which began late and may spill over to next fiscal year. We are awaiting the final state budget and hope to have sufficient state funds to launch the pilot statewide early in fy2015. Steve, Deb, and I are meeting with the Statewide Resource Sharing Committee in June to make recommendations.

Delivery-We are awaiting a contract addendum from Optima for a two-year contract extension with a third year option.

Statewide Discovery System Committee-We've received six responses and are meeting in June to review and discuss next steps.

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

In April, we hosted 29 continuing education events that were attended by 425 participants, 77 of whom attended virtually. Offerings ranged from Basic Library Techniques and Bending Boundaries to Reference Roundtables and Library for the Commonwealth Roadshows.

Our big program, Bending Boundaries: Libraries as Publishers was held April 16. Drivers to the event were faced with black ice and horrible accidents on all major highways. Even the morning keynote speaker was caught in it. We lost about a third of attendees and began about 40 minutes late. Evaluations of the program were mid-range, as you'll see. Our interpretation is that weather aside, we attempted to meet so many differing needs that finally, the tent was too big to meet many expectations.

We sampled participant satisfaction with our programming in April. Evaluations were returned for 20 programs and the average rating for the programs was 4.7 out of 5. A spreadsheet with more detail is a separate document in the board packet.

Advisory services were busy too. We responded to 77 advisory requests and made 15 site visits. In total, we spent 145 hours with members and traveled 39 hours to deliver the services. Included in our work were numbers of governance questions from trustees and directors, on-site planning facilitations, significant MBI troubleshooting and set up, work with librarians on the teen video challenge, geolinks and database help.

We conducted an advisory satisfaction survey as well. On a 70% return of surveys, all members expressed at least a satisfaction level of 4 out of 5, with half of those indicated a satisfaction level of 5. Mentioned most often were IT support and youth services advisory.

Many of our advisory/CE staff attended the MA Library Association conference in Worcester. Kelly spent 4 days participating in a library instructional design workshop offered by WebJunction and funded

by IMLS. She is one of 12 chosen to participate nationwide. There will be tangible results of her participation including online classes. Kristi has joined the MBLC's Trustee Handbook Committee.

The Continuing Education and Advisory Services Committee had its initial meeting. We discussed continuing education services from the different perspectives of library types and reviewed this spring's CE survey. Meeting notes are in the board packet.

25 BiblioTemps® are currently placed in the field and Kelly is actively working to fill four more. Instead of the spring slowdown we anticipated, demand has increased substantially.

Finally, we are ¾ through our school eligibility certification project. This month, we ask the board to vote to end membership for 60 additional libraries. A list of schools that have not responded to four requests for updates appears in a separate document in your packet. We expect to complete the project before the end of the school year.

Resource Sharing Report-May 2014-Stephen Spohn

1. Mediated Interlibrary Loan Transition

- MLS has signed agreements with both Minuteman and Old Colony networks to continue to use their symbols and systems to support mediated interlibrary loan services. Our thanks go to them for their continuing contributions!
- The budget for mediated interlibrary loan services has been updated to reflect anticipated costs.
- MLS has taken over borrowing from the Wellesley ILL Center. MLS will take over lending from the Wellesley ILL Center later this month.
- MLS will take over both borrowing and lending from the Thomas Crane ILL Center in early June.
- MLS was budgeted for 6 FTE Resource Sharing Assistants to perform the service. Based on speed testing, we believe that we can perform the service with 5 FTE including 1 FT and 1 PT position to be hired in early July.
- Convened and upcoming opportunities for members to learn about and engage in the mediated interlibrary loan transition:

02.26	MLS Member Forum on Resource Sharing (Massachusetts Maritime Academy)
02.27	Informal Task Force on the Mediated Interlibrary Loan Transition (MLS Marlborough)
03.11	Meetings with Forbes Library, Westhampton Free Library and Becket Athenæum
03.26	Interlibrary Loan Open House (webinar)
03.27	Basic Library Techniques w/ ILL component (Middleton)
03.28	MLS Member Forum on Continuing Education and ILL (MITRE)
04.11	Interlibrary Loan Open House (MLS Whately)
04.24	Interlibrary Loan Open House (webinar)
04.25	Martha's Vineyard Library Association meeting
05.07	MLS at the MLA Annual Conference (DCU Center)
05.20	Interlibrary Loan Open House (webinar)
06.23	Interlibrary Loan Open House (webinar)

2. eContent

- The Sustainability and Funding Task Force agreed on a preliminary funding model to be tested with the pilot libraries and a few other constituencies.

- The Senate version of the state budget provides significant funding to make a statewide launch possible.
- Recent and upcoming meetings on the eContent Program:

04.16	MLS Spring Meeting (table)
04.18	MCCLPHEI
04.25	Martha's Vineyard Library Association
04.27 –30	ICOLC
05.01	Sustainability and Funding Task Force
05.05	Joint PR Meeting
05.07	MLS Day @ MLA
05.12	Boston Library Consortium
05.21	SAILS
05.22	Network Administrators Meeting
05.23	MAHSLIN
05.28 – 31	Book Expo America
06.05	FLO
06.06	BiblioBoard and Digital Commonwealth
06.12	Statewide Resource Sharing Committee

3. Other Activities

- The Resource Sharing Advisory Committee has formed. Its first meeting will be June 4. Amy Lewontin in the Executive Board liaison to this committee. Roster:

No.	First	Last	Organization	Network	Type
1	Susan	Applegate	Boston Public Library	MBLN	PU
2	Kristi	Chadwyck	Massachusetts Library System		MLS Staff
3	Marlene	Heroux	MBLC		MBLC Liaison
4	Deborah	Hersh	Northborough Free Library	C/W MARS	PU
5	Kathleen	Hibbert	Attleboro Public Library	SAILS	PU
6	Katie	Huffman	Gleason Public Library	MVLC	PU
7	Rick	Levine	Massachusetts Library System		MLS Staff
8	Amy	Lewontin	Northeastern University		Board Liaison
9	Sharon	Lux	Fay School		SC
10	Dana	Mastroianni	Needham Free Public Library	Minuteman	PU
11	Frank	Murphy	MBLC		MBLC Liaison
12	Joanne	Nichting	East Longmeadow Public Library	C/W MARS	PU
13	Amy	Ryan	Vineyard Haven Public Library	CLAMS	PU
14	Evan	Simpson	Tufts University		AC
15	Vivica	Smith Pierre	Bunker Hill Community College	NOBLE	AC
16	Tim	Spindler	C/W MARS	C/W MARS	Network

17	Stephen	Spohn	Massachusetts Library System		MLS Staff
18	Jackie	Strycharz	Lucius Beebe Memorial Library	NOBLE	PU
19	Jeanie	Vander Pyl	Cape Cod Hospital	MassCat	SP

- Pending approval, Nora Blake will transfer to the Resource Sharing Team and assume new responsibilities for the eContent Program.
- The Discovery Task Force will be reviewing responses to its RFI next week on May 20.

Financial Report-May 2014-Catherine Utt

See reports for ending balances in April 2014.

Budget figures for fy2014 as presented at the special budget meeting and the April Board Meeting are on target. We will be able to prepay all database contracts through the end of fy2015. All costs related to the Marlborough office expansion have been accounted for in fy2014 funds.

Fy2015 budget has been revised according to the anticipated delivery, resource sharing and ILL costs discussed at previous meetings. Please see separate fy2015 budget document for budget details.

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			End Balance April 2014	
Fiscal Year 2014				
Line Item Budget				
	Budget	Actual	Percentage	Comments
I. PERSONNEL COSTS				
A. Salaries and Wages	1,240,855.00	998,075.60	80.43%	
B. Applicable Benefits	399,750.00	289,146.62	72.33%	
SUBTOTAL	1,640,605.00	1,287,222.22	78.46%	
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	4,614.22	153.81%	
B. Equipment				
1. Computer Hardware and Software	62,000.00	65,774.39	106.09%	
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	15,415.62	102.77%	
2. Postage	2,000.00	1,748.70	87.44%	
3. Telephone	15,000.00	11,301.39	75.34%	
4. Printing	10,000.00	6,244.60	62.45%	
5. Travel				
a) In-state	55,000.00	35,696.15	64.90%	
b) Out-of-state	25,000.00	26,030.55	104.12%	
6. Equipment Maintenance and Repair	4,500.00	2,758.34	61.30%	
7. Space Rental/Electricity	169,120.00	109,195.78	64.57%	
8. Audit	25,000.00	23,565.00	94.26%	
9. Other	95,000.00	143,451.87	151.00%	
D. Regional Vehicle Expenses	0.00	615.35		
E. Contractual Services (Excludes Online Content)	2,880,000.00	2,263,725.46	78.60%	
SUBTOTAL	4,984,518.00	2,749,758.22	55.17%	
TOTAL	6,625,123.00	4,036,980.44	60.93%	
III. SUB-CONTRACTED SERVICES				
TOTAL	600,000.00	0.00	0.00%	
TOTAL	7,225,123.00	4,036,980.44	55.87%	

Bibliotemps			
Fiscal Year 2014			
Line Item Budget			
	Apr-14	YTD	Comments
I. REVENUE			
A. Bibliotemps Revenue	53,618.60	329,498.05	
B. Bibliotemps Costs	44,226.16	277,398.93	
NET INCOME SUBTOTAL	9,392.44	52,099.12	
I. PERSONNEL COSTS			
A. Salaries and Wages	2,658.74	29,207.42	
B. Applicable Benefits	254.60	4,321.89	
SUBTOTAL	2,913.34	33,529.31	
II. OPERATING EXPENSES			
A. Equipment			
1. Computer Hardware and Software	1,125.00	4,500.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	1,125.00	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	0.00	0.00	
5. Travel			
a) In-state	0.00	611.82	
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	611.82	
SUBTOTAL	4,038.34	38,641.13	
INCOME AFTER EXPENSES	5,354.10	13,457.99	