

Massachusetts Library System  
Executive Board Meeting Minutes August 23, 2010

The meeting of the Massachusetts Library System (MLS) at the Worcester Public Library was called to order at approximately 1:10 by Sal Genovese, President.

**Present:** MLS Executive Board Members: Pat Cirone (by phone), Jim Douglas, Deborah Lang Froggatt, Sal Genovese, Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire, Sue Marsh, Patrick Marshall, Eric Poulin (via net), Mike Somers

Ex-officio-Rob Maier, Director MBLC; Greg Pronevitz, MLS Executive Director  
Guests: Carolyn Noah, MLS Assistant Director, MLS staff-Mary King, Susan Babb, Shirley MacLean, Rick Levine, Scott Kehoe, Nora Blake, Sara Sogigian, Cheryl Bryan

Board went into executive session at 1:11 p.m.

Board returned from executive session at 1:43 p.m.

Minutes from July 22, 2010 approved. Motion-Patrick.; Second-Dee. Unanimous.

### **Budget**

Deb K, budget subcommittee chair, explained changes to FY11 budget recommended by the committee.

- Expanding Cengage/Gale online content statewide to match the Boston region's license and provide some opportunity for expansion (~\$1.27 million).
- Delivery contracts with 4 percent increase to allow for higher costs due to increased volume (~\$2.54 million).
- One-time payments for transition costs for contracting libraries of about \$116,000.
- Providing summer reading program materials at last year's level (~\$25,000).
- Increased travel expenses to allow for member services and professional development travel by professional staff (~\$80,000)
- Staffing levels that include all current personnel plus a business manager; three advisors; and two member services/office support personnel, (23 full-time and 4 part-time) see Attachment A. Health care costs are overestimated to look at the highest cost scenario for unfilled positions.
- High priority hires: business manager (will begin next Monday), one advisor, and one member services/office support staff member. Others will be deferred until a clearer budget/spending picture for next year is determined.

Motion made to approve FY11 Budget Revision 1. Motion-Deb K.; Second Sue M. Unanimous.

### **Delivery Update**

Greg rode on a Western Massachusetts delivery van on a route visiting 13 various sized libraries. He has initiated an efficiency study of on-board sorting. Western libraries bundle which increases the driver's sorting rate. Greg noted considerable distance to one library with no items to be delivered and only one item to be picked up. There is a need to optimize delivery to make the most of money spent. Libraries do need a minimum amount of delivery.

RFP for statewide delivery contract drew interest from 25 vendors. Bids are due August 31.

Mary King and Scott Kehoe are MLS staff contacts for delivery issues. Mary noted that delivery patterns in the Western part of the state changed in December when the Bookmobile service ended and again since June when the WMRLS deposit collection was no longer available. Large and small libraries depend on interlibrary loan and delivery.

MLS must evaluate how delivery is done because double digit increases are not sustainable. Automated networks need to participate in this discussion.

### **Staffing**

Technology Specialist, Wes Hamilton, resigned as of July 31. Assistant Director, Carolyn Noah, began work on August 9. The top Business Manager candidate has given verbal acceptance of job offer and will start August 30 after salary details finalized. An Advisor and a Member Services/Staff Support position, to replace temporary office worker in Waltham, will be advertised soon.

### **Executive Director Report**

Greg added commentary to his written report. MLS received MassCat funds through the merger. Plans are to leave funds to be used to “grow” MassCat participation.

At meeting with Friends of WMRLS, Representative Scibak encouraged members to advocate for funding prior to the release of the Governor’s budget and mentioned that the Legislature does not normally reduce the amount of funding specified in the Governor’s budget.

CWMARS access is ILS connection in Whately for use if issues arise during delivery and also to allow member library access to the small professional collection.

Phone service between Waltham and Whately needs to be integrated and then an 800 number will be available for member libraries to contact either office.

Waltham lease ends June 30, 2011 so there is need to start looking for a new home for the MLS office. Two locations are practical even if legislature does not mandate the Whately office. A smaller location could be possibility in the West if Whately facility cannot be maintained fiscally. Rob said the budget language for a Western service point will probably endure for some time. Sal mentioned “pre-transition” model of hub and spokes which maintained a foothold in different parts of the Commonwealth. Spokes could be “virtual”. MLS must provide for member needs as budget allows. Motion to establish a small subcommittee to assist Greg in looking and evaluating a new location. Motion-Mike; Second-Deb K. Unanimous. Sal, Patrick, and Eric volunteered.

Outside groups are interested in using facilities in Whately so MLS needs to establish a building use policy to protect WMRLS and MLS against use which is detrimental to our purposes. Facilities available at this time include a meeting room, computer lab, and kitchen. Fee structure changes could

include price of security or employee compensation for work after normal hours. Other parts of the building can be secured to prevent unauthorized access during times facilities are used by other groups. Greg will look into a new policy and make recommendations to the Executive Board at the September meeting.

Massachusetts Broadband Institute (MBI) received a grant to improve connectivity in Massachusetts. MLS will assist MBI as 126 libraries will receive the benefit of stimulus funds paying to provide fiber-optic connections. Timeline for project is 3 years. Rob mentioned that Gates Foundation funding (\$350,000) may be used to help libraries with this MBI project if the proposed change in parameters for the use of the Gates money is approved.

A new contract is being written to expand Boston Public Library's former contract with Cengage/Gale to allow statewide database access. September 1<sup>st</sup> will be starting date for statewide use if the contract is approved. MLS will be contract holder. MBLC's current geolocation IP authentication will be used. If any member libraries already subscribe to any of the database titles, a credit for use on another title will be issued.

### **Advisory Team Report**

Carolyn reported that 13 summer continuing education (CE) workshops were attended by 100. Fall CE schedule is being developed. Online content through Linda.com is offered. A discount for library staff for online courses through Lyris has been established. Calls to the 2 locations are being relayed to staff. Member libraries are encouraged to email advisors. A telecommuting policy is being written.

### **Interlibrary Loan Centers**

Should there be a RFP for a single ILL center in FY12? MLS will adopt a wait, meet, and see how service develops attitude for now. Cindy Roach, former SEMLS Regional Administrator, worked out details with Quincy and Wellesley to provide mediated ILL for the whole state. BPL contract for journal article delivery is 3 year, so a minimum of two years with current ILL centers should be considered.

### **MBLC Report**

Library of Last Recourse (LLR) funding is contingent on branch closings for FY11. Budget language states the BPL must maintain the branches that were open as of 1/1/10 to receive LLR funding. David Sullivan, general consul to Executive Office of Administration and Finance, says that as long as all branches are open the LLR money will be paid to BPL monthly. The \$100,000 ill journal article delivery payment is subject to the same stipulation. MBLC will pay monthly request for reimbursement as long as all branches are open. Journal article delivery would need to be provided by another source or paid through other funds if BPL closes any branches. State aid to the BPL, if certified, will be paid 50% in Nov or Dec. The other 50% will be paid later if branches stay open. If BPL closes any branch (April 1<sup>st</sup> is targeted as possible closing date), state aid monies~\$400,000 could go to MLS in last quarter of FY11. Greg will recommend contingency plans for the use of this money if BPL branch closings occur.

Taft Public Library in Mendon is threatened with closure as of Oct 1 if town budget is cut. Rob requests any MLS Board members pass information to MBLC if they hear of a library closure threat.

Chief Officers of State Library Agencies (COSLA) issued a report on eBooks in libraries; report is available at [www.COSLA.org](http://www.COSLA.org). Library offerings of eBooks are an important patron service and may change relationships with book publishers.

### **Library of Last Recourse (LLR) Report-none**

#### **Announcements**

Betty reminded Board that someone else will need to take minutes at the September meeting. Groundbreaking for new Walpole library is tomorrow. September 28<sup>th</sup> is 100<sup>th</sup> anniversary event for Boston Chapter of Special Library Association.

Meeting adjourned at about 3:25 p.m. Motion-Patrick; Second-Dee.

Respectfully submitted,  
Betty P. Johnson  
Clerk