

Massachusetts Library System
Executive Board Meeting Minutes July 25, 2011

The meeting of the Massachusetts Library System (MLS) at the MLS-Marlborough office was called to order at approximately 1:05 p.m. by Sal Genovese, President.

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

Ex-officio- Greg Pronevitz, MLS Executive Director

Guests: Catherine Utt, MLS; Carolyn Noah, MLS; Rob Maier, MBLC; Michael Colford (by phone)

Motion to enter Executive session-1:06 p.m. Motion-Patrick; Sec. Dee

Regular meeting reconvened at 1:23 p.m.

Minutes from June 20 meeting approved. Motion-Patrick; Second-Dee. Vote: 11-0-1

Legislative Delegation Communications and Open House

Request for quarterly reports to western legislative delegation. Degree of member satisfaction should be surveyed statewide, not by region. Need to be careful not to present too many surveys and dilute their importance. Possible surveys-annual CE and database including a general question, MassCat, Summer Reading, Strategic Planning survey this year. Present results graphically, i.e. dots on a map. Delivery satisfaction survey needs data back-up such as number of items, turnaround time, number items lost and information about changes to delivery so responses can be viewed in context.

9-26 Marlborough: Board to meet 10:30-1:30; Open House 2-4. Program-MLS update, MBLC update, local Representative and Senator have brief opportunity to speak, Rep. Hogan of Library Caucus

10-24 Whately: Open House 9-11 with similar program (Senator Rosenberg and local Representative) will speak; Board to meet 11:30-2:30

Statewide Delivery

July start-up was a little hairy, but Optima trying hard. Reassessing routes. Concern about sloppy placement of materials in some bins. Possibly sorting too quickly, resulting in bending of items. Catherine reported a meeting is scheduled with Optima to discuss this problem.

Reports

Nominating Committee Update

Sal will put out all-regions email asking interested people to reply. He has received a number of emails with name suggestions. 7 possible names so far. Well on the way to getting a slate of nominations.

Strategic Planning Steering Task Force

Greg reported on planning meeting held July 20th at Marlborough office. Need demographic representation and also Library Leadership participation on Strategic Planning committee. Motion to accept recommendations from Strategic Planning Steering Task Force. Motion-Pat C; Sec-Patrick. Unanimous.

Executive Director's Report attached at end of minutes.

Greg reported that pledges in NE Mass for payment of group purchase of OCLC WorldCat now total purchase price. Negotiations with OCLC are still happening.

Greg attended Five College Depository meeting. Participants included Harvard, Yale, NE states, PA. Cost for building new depository ~\$1/volume. Storage costs range from 25-45 cents/volume. Very high interest in starting a new "single copy" depository. A non-profit organization. Need for a retrieval component. i.e. scan on demand. Items available in J-STOR. Could ill service be a business model? Need to determine length of contract and retention period.

Lease of surplus Whately space-Greg will renegotiate the listing agreement with the realtor to reduce costs below the initial \$20,000 estimate.

Requests for barcode duplicator rentals coming in. Bourne will be guinea pig.

Financial

Catherine reported progress on tax filing requirements. Loan for Whately building is still handled through former WMRLS account. Budget revision will change bottom line by < \$5000.

July 2011 CE and Advisory Report-Carolyn Noah

"Cheryl Bryan resigned in June to take the position of library director in Eastham.

In June, our advisory staff made 219 contacts with members. Included were 19 library site visits over 60 hours and 103 hours spent advising members. Over half of the advisory service was provided via email. Many advisory requests concerned delivery and delivery workflow or Evanced summer reading program setup. During the month, we planned and presented 14 continuing education events for 204 people. Included were roundtables for small libraries and urban libraries as well as three public trustee orientations across the state. Planning for fall CE is well underway.

Nora spent a significant amount of time working with MassCat members on cataloging issues. Nora recruited for a part time temporary cataloger and received sixteen applications. Six phone interviews and three in-person interviews; hired Dodie Gaudet.

Last month we reported about Geek the Library activities. As a result of the project, Geek initiatives or collaborations are underway: Falmouth and Jonathan Bourne, Groveland and Methuen, Woburn, Kingston, Worcester, Shrewsbury, and Westborough.

Diana, Scott and Rick did yeoman's work on coordinating our technology infrastructure for office move to Marlborough. It proved to be more challenging than anticipated. "

MBLC-Rob Maier

- Congratulations to MLS on 1st year
- Need to figure out how to tell MLS story and fund more activities
- MBLC Board re-elected officers for 2nd year
- Federal LSTA program-44 awards. Budget is down and FY12 will probably be less also.
- Construction grants and waiting list announced. 8 awards granted.
- MLS and MBLC working closely on statewide database procurement for FY12; 5 year/\$10 million; networks contacted for interest in participation.
- Successful Summer Reading/Boston Bruins partnership.
- IMLS site visit to review program, look at files, visit participating libraries.
- 5 year plan including evaluation of LSTA program
- Legislative agenda by October for FY13
- Digitization of resources: Library of Commonwealth (BPL) is trusted digital repository; plan of service and budget to be presented to MBLC.
- Revenue projections-no crystal ball for future, midpoint FY11-exceeding expectations so benchmarks changed. FY12 level funded. FY13 work to set favorable priorities for libraries

Library of Commonwealth-No report

Other business

- Budget Committee concerns: issues presented to Board and Board asked to act on issue immediately. Need opportunity to get information about issue at hand. Understand that sometimes decisions must be made immediately. If possible-present financial issue at one meeting and vote on at next meeting to increase comfort level with what is being asked. Think reflectively about question with prior data to help consider current issue.
- Consensus: Board building activity will help with consensus building.
- Dropbox: needs to be re-organized. Internal alternatives on MLS server are under development.

Upcoming meeting dates:

August 22-New MLS office in Marlboro
September 26-MLS Marlborough
October 24- MLS Whately
November-Annual meeting and Board meeting at Holy Cross in Worcester
December-MLS Marlborough

Motion to adjourn at 2:42 p.m. Motion-Sue M.; Sec. - Dee

Respectfully submitted,
Betty P. Johnson

MLS Executive Director Report – July 2011

Delivery: Statewide delivery service began on July 1, 2011 with Optima. They opted to subcontract with Eastern Carrier to do the deliveries (not sorting) in central Mass. Some members experienced had problems with the start up. For the most part, members are willing to be patient as Optima staff go through the learning curve to smooth out operations. Optima has been active in taking steps to resolve issues, e.g., sorting problems, breakdowns, late arrivals, and overloads.

MLS Surveys: A schedule of surveys (four per year) is being established with the goals of providing an visual snapshot of member satisfaction by geographic area as well as evaluating responses by library type and size. This will provide data so MLS can fine-tune services to provide appropriate services statewide to libraries of all types and size. We will begin with an October delivery survey. This will be followed by an extensive survey related to MLS strategic planning after which, we'll get back on the four times a year schedule. We need to be cautious about long, frequent surveys to avoid member burn out.

Online Content: We announced group purchases for OCLC WorldCat in Metrowest and NE Mass. We reached the threshold and will purchase for Metrowest. Pledges in the NE were about \$1,000 short. We have extended the deadline to encourage a few pledges.

Facilities: Whately-in final stages of negotiation to sign a listing agreement with a local realtor.