

Massachusetts Library System  
Executive Board Meeting Minutes June 20, 2011

The meeting of the Massachusetts Library System (MLS) at the Greenfield Community College Library was called to order at approximately 1:10 p.m. by Sal Genovese, President.

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

Ex-officio- Greg Pronevitz, MLS Executive Director

Guests: Catherine Utt, MLS (by phone); Carolyn Noah, MLS (by phone); Cindy Roach, MBLC

**Motion to enter Executive session-1:15 p.m. Motion-Patrick; Sec. Mike S.**

**Regular meeting reconvened at 2:13 p.m.**

Minutes from April 29 meeting approved as amended. Motion-Patrick; Second-Dee. Vote: 12-0-2

**Legislative Delegation and Open House**

September-Marlborough

October-Whately

Member libraries and all legislators to be invited

MLS Executive board will need time change. Greg will get back to us with dates and times.

**Reports**

Nominating Committee Update

4 openings; 3 potential candidates

Sal will put out all-regions email this summer

Nominating committee is made up of one year term members of MLS Board

Committee will decide how to proceed off-line

Slate must be presented 30 days in advance of annual meeting

Striving toward diversity, not guaranteeing. By-law 5.3 states “guiding principle for the composition of the executive board shall be one of fair representation of member libraries according to library size, geographic region and type.” This will guide preparation of slate for annual meeting.

Should MSLA and MLA be represented on Executive Board? Some board members are members of these groups so that is already done.

Strategic Planning Steering Task Force

Meeting July 20th at Marlborough office to start planning.

Executive Director’s Report attached at end of minutes.

Facility move from Waltham to Marlborough accomplished on Saturday with Carolyn and Catherine helping. One phone line at present to increase to 4 at each location. IP phone system to facilitate advisors' work.

New policy to have advisors in office at least once each week. Two people must be in each office at all times for safety.

Training on laptops in regular meeting room will replace computer lab in Whately.

### Financial

Catherine reported \$50,000 spent on new delivery bins, furniture for Marlborough office.

Paid ahead ¼ of Gale database costs for FY12 and full year for newspaper access.

### June 2011 CE and Advisory Report-Carolyn Noah

"37 May CE events were attended by 604 people. Five were cancelled due to light registration; two are rescheduled due to a presenter's family emergency. Presentations of Geek the Library, an OCLC public library awareness program coordinated for MLS by Cheryl Bryan, generated lots of excitement and promises to be a success for participating libraries. Boosting this month's attendance is our underwriting of attendance for 53 of our members at ACRL-NE's annual conference.

In May, our staff had 246 advisory contacts with members. Staff made fifteen site visits over 45 hours and spent 112 hours in advisory service by phone or email. Topics included: hiring a director; evaluating a director; summer reading, resource sharing; and geek the library."

Board requests breakdown of contact time/travel time to access actual "face time" with member libraries.

### MBLC-Cindy Roach

-Rob is attending meeting at the Statehouse.

-Conference Committee considering MLS locations; Senate budget specified 2 locations; House-not stated. Agency budget also in conference; House level funded; Senate 10% decrease which would result in position loss.

-Cindy expected a FY12 Budget would come out of Conference Committee by Wednesday 6/22

-Federal LSTA program has \$250,000 reduction for MBLC. Grant manager position cut and reduction in grants to library programs.

-Construction grants and waiting list will be announced soon.

### LLR-No report

Now called Library of the Commonwealth which means MLS by-law change to reflect new name.

## **Other business**

- Some delivery confusion about sort to light and retrospective conversion among OCLN member libraries. Network based mandatory 75% threshold of front placed barcodes to proceed with sort to light.
- Virtual catalog holds and returns need labels. RFP planned for new virtual catalog.
- Duplicator policy to be included on MLS website FAQs.

## NewsBank/ProQuest

- Patriot Ledger no longer carried by ProQuest
- NewsBank will carry but not as many years back issues.
- Boston Herald no longer available through ProQuest. (has a 3% usage)

## **Motion to enter Executive session-Motion-Dee; Second-Eric Regular meeting reconvened.**

## Travel expenses for Board

- Mike brought up question-should MLS Executive Board members be reimbursed for travel to Board meetings?
- Consider that it is service to state; other boards do pay mileage; could mileage be incentive to new members?

Mike and Vicky to get policy information from other entities to present at next meeting.

## Upcoming meeting dates:

- July 25 and August 22-New MLS office in Marlboro
- September 26-MLS Whately
- October 24-MLS Marlborough
- November-Annual meeting and Board meeting at Holy Cross in Worcester
- December-MLS Marlborough

Motion to end MLS meeting session. Motion-Dee; Sec. - Patrick

Respectfully submitted,  
Betty P. Johnson

## **MLS Executive Director Report – June 2011**

### **Delivery**

The agreement with Optima is signed and more detailed implementation planning is underway. Catherine and I have met with eight networks and hosted a statewide/virtual meeting attended by over 50 members to explain the new service agreement. New schedules, contact information, and up to date information will be distributed soon.

### **Online Content**

We are negotiating a license agreement with NewsBank for the Cape Cod Times and Springfield Republican.

### **Open Houses & Legislative Communications**

I'd like to discuss options and opportunities to keep elected officials up to date on MLS activities and issues. Perhaps we can have an open house on October 24th in Whately with a presentation/report for elected officials. This is the date of our Ex Bd meeting. MLS staff has also tentatively scheduled an open house in Marlborough for September 26<sup>th</sup> in conjunction with the Ex Bd meeting. This could also include an update to which we can invite the legislative delegation. It was suggested that we invite the Western Massachusetts delegation and members of the Library Caucus. Let's discuss the agenda and content for such a meeting as well as identify other areas of interest for written reports from time-to-time.

### **Strategic Planning Steering Task Force**

The Task Force will have its first meeting on Wednesday, July 20 at 2 pm at MLS-Marlborough. Boston Public Library has been invited to include discussions about statewide services they provide. I have been approached by the incoming MLA President who requested that we continue to work together to avoid overlapping services.

### **Facilities**

1. Headquarters
  - a. Move scheduled for June 17-18, 2011.
  - b. Technology implementation and moving preparations are underway.
  
2. Whately
  - a. We have chosen a realtor and have begun discussions on announcing the space availability. We'll provide a breakeven analysis at our June meeting.
  - b. Whately staff met on Friday, May 20 to continue discussion about office layout. Staff moves will be scheduled beginning in August.