

Massachusetts Library System
Executive Board Meeting Minutes August 27, 2012

The meeting of the Massachusetts Library System (MLS) at the Boston Public Library was called to order at approximately 1:07 p.m. by Dee Magnoni, President.

Present: MLS Executive Board Members: William Adamczyk, Jim Douglas (by phone 1:18), Tim Gerolami, Betty Johnson, Deborah Kelsey (1:23), Dee Magnoni, Jean Maguire, Margot Malachowski, Patrick Marshall, Andrea Taupier
Ex-officio- Greg Pronevitz, MLS Ex. Director; Rob Maier (2:03), MBLC; Gianna Gifford, LFC
Guests: Catherine Utt; Amy Ryan, BPL President

Minutes from July meeting approved. Motion-Patrick; Second-Margot. Vote: unanimous

Boston Public Library

Amy Ryan, Director of BPL, addressed the Board. She stated that the BPL welcomes suggestions as it moves to a stronger position. The BPL Strategic Plan is a road map for the future. It is an interesting time with changes in EBooks, databases, and newspaper procurement. BPL's digitization project is going well and hopefully can continue past the timeframe of the grant funding.

Budget Committee Report/Recommendations fy2013 Budget Revision #1

Jean addressed Rob's concern about adding positions to staff with additional funding which may only be for one fiscal year.

Summary of changes-

Online Content		\$111,334.00
Office Equipment		\$5,000.00
R&D Personnel	-\$200,000.00	
MassCat Cataloger	-\$13,034.00	
E-Content Manager		\$56,800.00
Member Services/Tech Support		\$38,650.00
General Personnel Adjustments (Insurance, Salary increase pool, taxes, etc.)		\$1,250.00
	-\$213,034.00	\$213,034.00

MassCat Cataloger will be paid from MassCat member fees. E-Content Manager will provide management of E-Content Initiatives and Member Services/Tech Support will provide technical support of MLS systems and additional member services support. Both positions are budgeted for half of FY13.

MassCat development funding discussed in June

At its June 2012 meeting, the Executive Board considered expenditure for MassCat development for three items:

- Ability to send notices via text message without the use of a 3rd party vendor. **(Cost=\$5,800)**
- Organizing the names of label templates and label layouts by name. **(Cost=\$750)**
- Highlighting the name of the patron's home library in OPAC search results. **(Cost =\$500)**

The expenditure totals \$7050. Unappropriated funds that are earmarked for MassCat will cover any costs that exceed MassCat fee income in this fiscal year.

Motion to approve MassCat development expenditure. Motion-Patrick; Second-Margot. Vote: 9-0-1.

Distribution of draft Strategic Plan for member comment and discussion

Strategic Planning Committee received draft plan from the consultant. Member comment will be solicited at 5 meetings held throughout the state and through an online survey form. Strategic Plan needs to be finalized by October. It should be flexible and meet member needs. Academic, special, small public and elementary school libraries are seen as underserved groups in MLS. Greg will email an announcement that the draft Strategic Plan is available on the MLS website and invite comments.

Nominating Committee Report

Jean emailed a roster of nominees to Board members prior to the meeting. Board members voted by paper ballot for five candidates to fill vacancies and expiring terms. Jean will email the final slate that will be presented to membership at the annual meeting. Dee, as Past President will be involved in the nomination process next year. Need to announce nomination process before the school year ends to involve school librarians. Nominee voice needs to be solicited if person is nominated by a colleague.

Fy2014 Plan of Service and Budget Review

Greg provided a draft POS and Budget for FY14. Core services should be lined up with POS; need consistency of language between the Strategic Plan and POS. Discussed streamlining measures and making clearer statement on needs and reporting on them. R&D project needs description, measures, impact. FY14 Plan of Service and Budget to be finalized at September meeting.

Letter of thanks to appropriate state legislators and Governor for budget increase

Board members felt this letter needed clarification about where the increase of \$100,000 is being allocated. Greg and Dee will rework the letter.

Financial Manual

Catherine solicited Budget Committee comment and will incorporate it into manual and submit the draft to the auditors.

MLS Annual Meeting Update

Registration is open for the annual meeting and Greg presented the announcement sent to all MLS members.

Statewide Newspaper Collaborative Update

Greg reported that the response to his email to all MLS library directors totaled less than 10% of members. A number of responders stated that the price is too high. Greg will try another email. ProQuest provided a proposal for 22 newspapers at \$180,000. This process has been a learning experience for MLS.

MBLC Budget Hearing Presentation

Greg will attend and encourages any Board members who are available to join in at the Worcester PL on 9/5 at 1pm. Greg will emphasize the MLS strategic directions toward E-Content, resource sharing, connecting all libraries, and R&D.

Reports

Executive Director's Report attached at end of minutes

Optima is not in compliance with its contract. A letter has been sent; if Optima does not return to compliance they will face penalties.

CE and Advisory Report-Carolyn Noah attached at end of minutes

Financial-Catherine Utt attached at end of minutes

MBLC - Rob

Resource Sharing Committee will release an initial report in September. Resource Sharing Committee has \$150,000 LSTA funds for pilot project, perhaps Douglas County eBook model. Public Library Construction is preparing 5 year capital plan to allocate funds.

MBLC Budget forum to prioritize budget requests. State aid to public libraries is one priority. Public relations initiative to promote databases and EBooks and E-Content as this project moves forward. Virtual catalog moving forward. Assist in establishing a state-wide library card. Procurement for Discovery Platform-perhaps Fenway Libraries Online?

Library for the Commonwealth (LFC) – Gianna

LSTA digitization project is in 2nd year. Six trainings were held in collaboration with the Digital Commonwealth. Receiving positive feedback for this project and exploring how it can move forward when grant is finished.

Other Business

Dee announced Digital Book Summit presented by Olin College of Engineering & the Society for the Contemporary Book on Saturday, October 13, 2012.

Future Meetings for 2012

September 24 – MLS-Marlborough 1-4pm

October 22 – MLS-Whately 1-4pm

November 5 (Annual Meeting) - College of the Holy Cross

December 3 Morning orientation; afternoon Board meeting at MLS-Marlborough

January 14, 2013 – MLS-Marlborough 1-4pm (tentative-for advance planning)

Motion to adjourn regular meeting at 3:10 p.m. Motion-Will; Second-Andrea

Respectfully submitted,

Betty P. Johnson

MLS Executive Director Report – August 2012

Newspaper Procurement

The outlook for this procurement is not promising. Pledges are coming in slowly and in small amounts. We are far short of the \$.95million quoted by NewsBank. ProQuest was unable to provide a quote for the type of statewide access that we need. We will send out reminders and request that more libraries participate. We are discussing alternatives, should this statewide collaborative purchase be unsuccessful.

A summary of the pledges is below.

	Amount	No. of Pledges
Total Pledged	33,475.00	65
Academic	3,500.00	6
Public	27,625.00	39
School	2,100.00	13
Special	50.00	3

In addition, six libraries indicated that they are unable to pledge this year but are willing to do so next year.

Creating a Resource Sharing Vision for Massachusetts

The Statewide Resource Sharing Committee is working on a plan to recommend the implementation of a proof of concept for a statewide eContent platform that incorporates many of the Douglas County features that will be launched by spring 2013.

Two additional projects are also planned: Studying the feasibility of a state-wide library card and planning for a fully featured state-wide discovery platform.

Strategic Planning

Our consultant drafted a strategic plan in three parts: Snapshot view; The Plan; The Planning Process

This draft is in the drop box and is up for approval for presentation to the membership in two ways: A copy will be posted with a comment form on our web site and we have scheduled five open meetings for members to discuss the plan. We invite members of the Board and Planning Task Force to join us at these meetings. We will present a final draft at the October Executive Board meeting for approval. We will have a formal introduction to the Plan at the November 5th Annual Meeting.

Member meetings to discuss the plan:

September 10th, 2012; 10:30 am – 11:30 am followed by a library directors roundtable discussion.

Flint Memorial Library, 147 Park Street, North Reading, MA 01864

September 18th, 2012; 1:00 pm- 2:00 pm

MLS Whately

September 26th, 2012; 1:00 pm – 2:00 pm followed by a library directors roundtable discussion.

Wareham Free Library, 59 Marion Road, Wareham, MA 02571

October 1st, 2012; 10:00 am – 11:00 am followed by a library directors roundtable discussion.

MLS- Marlborough

October 2, 2012; 10:00 am- 12:00 pm followed by a library directors roundtable discussion.

Cambridge Public Library, 449 Broadway, Cambridge, MA 02138

Management Salary Study Data

Don Tyler provided more details on his management salary analysis

Fy2012 Plan of Service Final Update

A copy of the latest update to the fy2012 Plan of Service is in the drop box.

Financial/Business Report August 21, 2012-Catherine Utt

Financial Report

The only extraordinary July expense was the remaining \$84,531.96 payment to ProQuest for databases. A budget revision is under review to update the budgeted amount shown. The current approved budget includes the additional requested \$1, 000, 000 in funds. Greg and Catherine met with the auditors to begin work on the fy2012 audit. We anticipate drafts to be ready for review to the board at the September board meeting.

Delivery

At the suggestion of the Delivery Advisory Committee at their July meeting, we are testing a process for sampling turnaround time of items to ensure items are within the 24-hour turnaround time as per the contract. We had done previous surveys, but have found our methodology did not work for with networks on sort-to-light. Additionally, the Delivery Advisory Committee is attempting to determine dates to meet in November to review revised policies and discuss ergonomics in libraries. Greg and Amanda met visited Bolton Public Library to see a device the library is using to limit lifting of totes at the library. The Delivery Committee will be researching additional devices and arranging trials of devices in libraries.

MHEC

The Supplies IFB has been evaluated and will be awarded by the end of the month. Discounts were well above current discounts offered. The Materials IFB has been posted. Bids will be open September 6, with contracts awarded October 1. A third IFB for Magazine Subscription Management services will be posted by the end of the month, with contracts in place by the end of the calendar year.

MHEC and MLS have teamed up to provide training on the application and registration process with MHEC and how to use MHEC contracts for purchasing. We'll be offering one training session in Marlborough on October 4 and one training session in Whately on October 5. Webinars will also be available.

MHEC has offered MLS a complimentary table at its annual Vendor Expo on September 19 and September 20. Shirley MacLean, Deborah Hoadley and Catherine Utt will attend to meet with vendors and to provide attendees information on MLS.

CE and Advisory Report August 2012 (for July 2012)-Carolyn Noah

In July, our staff responded to 182 advisory questions over 102 hours. A little over 1/3 of the contacts were by phone, with the balance by email. We made 22 site visits over 50 hours, spending 46 hours in travel time to do so. Hotspots during this month were help for small libraries in borrowing from C/W MARS, strategic planning, and database questions.

91 people attended 12 workshops. Most notable was the Insider's View of the Library for the Commonwealth, attended by 27.

Our new advisory staff was eager to try summer programming. We are learning from the experience. We planned 17 events, but five were cancelled due to light registration. Three of those were book repair workshops, while the others were on marketing and reference.

Would the board welcome brief presentations (15 minutes) from advisors about their work? Their enthusiasm contagious; they can provide you with a snapshot of our services and their interactions with members. I discussed this proposal with them. If you're open to it, here's a timetable on which we could start:

September – Kelly Jo Woodside / BiblioTemps

October – Nora Blake / MassCat

January – Susan Babb, Sarah Sogigian / Youth Services

At this writing, BiblioTemps® has 8 current placements, including two interim directors, a head of circ, 4 library assistants, and a planner. There are 6 open requests for personnel and 2 additional prospects.

We have applied to host a Simmons intern. Here's the description of what we hope to accomplish:

The MLS seeks an intern to help us analyze and enhance engagement of member libraries with state-licensed database products. This project will include the following activities:

- Observing bibliographic instruction at a selection of member libraries
- Gathering best practices on database use with library users of all types
- Identifying successful marketing strategies in member libraries
- Creating a LibGuide and/or other resources as appropriate to disseminate successful strategies and instruction products

In response to interest identified in the annual CE survey, Lindsey Danis, our part time member services assistant, has built a list of available continuing education resources. It includes MLS trainings, web resources, and other learning opportunities. Soon we'll be able to organize this clearinghouse and provide it to members.