

Massachusetts Library System  
Executive Board Meeting Minutes March 26, 2012

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

**Present:** MLS Executive Board Members: William Adamczyk , Vicky Biancolo (by phone), Charlotte Canelli, Jim Douglas (by phone), Tim Gerolami, Betty Johnson, Deborah Kelsey, Dee Magnoni, Jean Maguire, Margot Malachowski, Patrick Marshall, Andrea Taupier (by phone)  
Ex-officio- Greg Pronevitz, MLS Ex. Director; Rob Maier, MBLC  
Guests: Carolyn Noah, Catherine Utt

Minutes from February meeting approved. Motion-Patrick; Second- Deborah. Vote: 11-0-1

**FY2012 Budget Revision 2 Draft**

Motion to accept FY12 budget revision 2. Motion-Patrick; Second-Deborah. Unanimous.

**School Library De-Certification**

Motion: According to certification requirements, Assabet School has not provided evidence showing that requirements are met and the school library is removed from membership in the Massachusetts Library System. Motion-Patrick; Second-Jean. Unanimous.

**OCLC FirstSearch WorldCat Renewals in Metro and North Libraries**

Recommendation: MLS will solicit funds from users of WorldCat in the Metrowest and Northeast areas in order to renew at an affordable price. Should sufficient funds be raised, MLS will collect the funds and pay OCLC. MLS will include up to a ten percent administrative fee on top of the cost because this is not a statewide service. Total cost is anticipated be about \$40,000. Five percent would be \$2,000 and should cover our costs allowing for an underestimate.

MLS facilitated the renewal of OCLC WorldCat for former members of MMRLS and NMRLS for the current fiscal year. OCLC will not allow another organization to renew at grandfathered pricing except MLS because we are the successor to the former licensees.

Motion to approve MLS facilitation of WorldCat renewals in Metro and North libraries. Motion-Patrick; Second-Deborah. Vote: 11-0-1.

**Board Retreat**

Patrick and Dee met with Greg to discuss retreat. Board with active staff involvement will be working on- board roles, policy and procedure manual, budget procedure, balance of consulting/work time, review of job descriptions to make sure still accurate. Agendas will be posted in Dropbox in advance of meetings for Board feedback. Important to understand need to build consensus, but minority voices also need to be heard and able to have discussion/debate.

More work needs to be done to facilitate communication with Board members attending meetings remotely.

**School Library Certification Process Update and Establishing Criteria for Exceptions**

MLS is likely to be facing a large number of school libraries that will not meet the certification requirements for members. Registered letters were sent to about 100 libraries that have not responded to request for certification information. Some of these libraries may want to meet the Board to ask for an

exception to the requirements, or they may do so in writing. Greg asked the Board to consider two reasonable exceptions in advance. 1. A school that had a certified librarian on staff during the current school year and is actively recruiting a replacement to return during this school year. 2. A school that has a librarian on staff who can document the ability to meet certification requirements during this school year.

It is important to encourage school administrators to keep their libraries certified for the benefit of cooperative purchasing, LSTA grant possibilities, and database access. When a library is de-certified, it is immediately removed from MLS membership.

### **School Library Study Pending Legislation**

Representative Sean Garbally (Arlington) is sponsoring legislation “An Act Creating a Special Commission on School Library Services in the Commonwealth.” The study outlined in this bill will provide the practical background information to allow the Commission to report out with a long-range plan that will put school libraries in a position to support high quality education throughout the Commonwealth. Greg and Dee will write a letter of support from the Board with copies to Kate Hogan of the Legislative Library Caucus, MSLA, and MLA.

### **Whately Facility Working Group Update**

The meeting was very constructive with many suggestions to find tenants who might fit the requirements of the USDA. It was clearly stated that MLS has a responsibility to actively follow-up on any leads. After the meeting, Greg was contacted by Senator Rosenberg’s office to schedule a conference call about the authority of the WMRLS to sell the building. The call is scheduled for 3/27 at 11am. Greg has contacted the MLS attorney to clarify the legality.

### **Outside Consulting Policy**

Motion to accept changes to *Outside Consulting* section of the MLS Employee Handbook (pg 54).

Underlined text shows additional language and crossed out text will be deleted.

Motion-Patrick; Second-Margot. Unanimous.

“While employed by MLS, employees are not permitted to also work for or to contract as a paid consultant for any current, past (within a year), or prospective member library, vendor, or contractor to avoid the impression of conflict of interest. Volunteer, unpaid work done on the employee’s own time for libraries is not prohibited. Consult the Executive Director regarding volunteering for vendors.

Employees who anticipate taking on employment or a paid consulting role in the library field, including work with libraries, education (k-12, college, graduate), vendors, and contractors that serve libraries, must inform the Executive Director, and the Executive Board, in the case of the Executive Director, in writing prior to accepting such work. MLS reserves the right to prohibit such paid activities when a conflict of interest with MLS policies and/or mission or a perceived conflict of interest might result. The Executive Director will respond to such requests in writing.

~~However an employee may request a special exception to this policy by making a request in writing to the Executive Director. The Executive Director may consult with the Executive Board as part of the decision-making process to consider granting an exception, which must be in writing.~~

Employment or consulting work by employees that does not present any conflict of interest or impression thereof must be undertaken in a manner that does not interfere with MLS employment or use MLS resources. If in doubt, see the Executive Director.”

## **Strategic Planning Update**

Focus groups are happening. Interviews may tease out more information about answers received through the survey. Appreciative Inquiry (AI) method is being used for strategic planning.

## **Funding for an R&D project suggestion**

Proposal to fund a multilibrary project similar to one in the western part of the state where two libraries are sharing ebooks on a number of ebook readers. The patrons purchased content of their own choosing using Amazon gift cards. The project will measure and publish the results to inform more libraries about this possibility. Features:

- \$10,000-\$20,000 in funding (with some library matching funds)
- At least one group of participants would cross the old regional boundaries
- Library commitment to document process and results

Board asked for more details for the next meeting.

## **Potential partnership with Mass. Higher Education Consortium (MHEC)**

Motion made to start consultation with MHEC and have Greg provide recommendation at April 30<sup>th</sup> Board meeting. Motion-Patrick; Second-Will. Unanimous.

## **Reports**

Executive Director's Report attached at end of minutes

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

Financial-Catherine Utt attached at end of minutes

Unrestricted Funds were used for the Open House expenses as an advocacy activity.

Library for the Commonwealth (LFC) – Rob Maier

Boston Legislative Breakfast was held on March 21 at BPL. Good legislator attendance. Focal point was Library for the Commonwealth's digitization project. Two people spoke. Tour of a digitization lab and rare book collection. Sixty libraries statewide have applied for the LSTA funded digitization project.

Michael Colford is giving a presentation of the LFC at the Western Massachusetts Library Advocates semi-annual meeting on April 12 in Stockbridge. Updates on LFC are presented to MBLC quarterly.

Rob will find out if statistics for E-card circulation are available by town.

MBLC-Rob Maier

Database procurement meeting March 27. Final decision soon. Resource Sharing meeting scheduled for April 27.

LSTA 5 year plan is being prepared. Results from evaluation of last 5 years were quite glowing.

Gates Foundation funded a MBLC services survey conducted by Parthenon Group and those results were very positive.

April 11 is Library Legislative Day and the House Ways and Means will announce their version of the FY13 Budget. Later the Senate will announce their version and any differences will be handled by a Conference Committee. Hopefully the final FY13 will be completed before June 30.

### **Other business-**

Board member roles-how shall we proceed to define? Committee to review bylaws? Job descriptions for Board? MLS staff will look over past Board minutes and tease out policies and procedures that have been set. Board will review for gaps and brainstorm ideas. In April Board will determine working groups for policy/procedure; bylaw review; roles.

#### Future Meetings for 2012

April 30 – MLS Marlborough: Focus Group 12 p.m. Meeting 1:30-4 pm

May 21 - MLS-Whately 1-4pm

June 18 – MLS-Marlborough 1-4pm

July 23 – MLS-Marlborough 1-4pm

August 27 – Boston Public Library 1-4pm

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

Motion to adjourn meeting at 3:50 p.m. Motion-Patrick; Sec. Will

Respectfully submitted,  
Betty P. Johnson

### **MLS Executive Director Report – March 2012**

#### **Procurement Collaboration Update**

Catherine and I are discussing whether or not to recommend initiation of collaboration with MHEC at the April meeting. The outstanding issue is whether or not our current contracts would allow us to extend them for less than a full year to enable us to join MHEC's bid process sooner. MHEC would like to begin working on library bids ASAP for fall issue.

We met again with the Executive Director and staff of the Massachusetts Higher Education Consortium (MHEC) ([www.mhec.net](http://www.mhec.net)) to discuss collaboration on future procurements.

The proposed collaboration would result in MLS members joining MHEC to take advantage of cooperative pricing. MLS has only one library participating in the current cooperative that would not be eligible for MHEC membership. The MHEC Executive Director has offered to meet MLS Executive Board.

Advantages for MLS collaborating with MHEC:

- Potential for better discounts with greater buying power
- Strong partner in bidding for new products and services
- Simpler purchasing process with more flexibility to choose from among multiple vendors
- Income to MLS

Disadvantages

- For profit members will not be eligible (only one affected immediately)
- Potential for greater discounts may not be realized
- Short window of opportunity

What if MLS does not collaborate now?

- Opportunity for income may be diminished
- Members may migrate to MHEC and not honor commitments to MLS coop

## **BiblioTemps**

We will need to revise the Employee Handbook and TIAA-CREF Plan Documents to create a new category of employee for BT. We are getting legal advice to make changes that will be recommended to the Personnel Committee and Executive Board.

## **R&D Project Proposal**

Carolyn and I met recently with Adam Novitt, Sunderland PL director. He told us about a grant-funded project he had done with two libraries sharing ebooks on a number of ebook readers. The patrons purchased content of their own choosing using Amazon gift cards. This sounded intriguing. Carolyn and I are considering making a proposal to fund a multilibrary project to create several similar projects and measure and publish the results to inform more libraries about his possibility. If the Board is interested we will prepare a formal request.

Features:

- \$10,000-\$20,000 in funding (with some library matching funds)
- At least one group of participants would cross the old regional boundaries
- Library commitment to document process and results

## **School Library Certification Process**

We are likely to be facing a large number of school libraries that will not meet our certification requirements for members. We've sent registered letters to about 100 libraries that have not responded to our request for certification information. Some of these libraries may want to meet the Board to ask for an exception to our requirements, or they may do so in writing. I would like to ask the Board to consider two reasonable exceptions in advance.

- A school that had a certified librarian on staff during the current school year and is actively recruiting a replacement to return during this school year.
- A school that has a librarian on staff who can document the ability to meet certification requirements during this school year.

## **Methodology for CE/Advisory analysis**

We are tabulating data on past continuing education programs to provide a retrospective analysis. We are working to develop an efficient methodology to collect and analyze advisory service data to provide ongoing reports to the Executive Board.

## **Advocacy**

- MLS staff and Executive Board members are attending all scheduled legislative breakfasts.
- I am attended Ways & Means Hearing in Methuen on 3/2 (see attached testimony)

## **Online Content Procurement**

The joint MBLC/MLS Online Content procurement is proceeding. The RFP team will meet again in March to move forward with decision-making. This procurement will result in contract(s) beginning July 1, 2012. Services under consideration: general content and newspapers; genealogy, language learning tools, and encyclopedias.

## **Strategic Planning Update**

- Three focus groups have been held. Numerous focus groups are scheduled.
- Charts showing a breakdown of satisfaction survey results are in your packet.
- We'll be distributing more data to the task force as it is finalized and proofed.

### **Creating a Resource Sharing Vision for Massachusetts**

More than 100 have registered the joint MLS/MBLC Program on May 15, 2012 event to begin a statewide conversation on the future of resource sharing. Jean Maguire, Carolyn Noah, and I have been appointed to a statewide committee to study resource sharing.

### **CE and Advisory Report February 2012**

Kelly Jo Woodside joined the MLS staff on February 1. She's deeply engaged in building the infrastructure for BiblioTemps, planning outreach, and networking.

MLS hosted 34 professional development events in February attended by 309 participants. Highlights included:

- Anna and Sarah launched a new "Accidental Librarian" program focusing on the user experience in Reference.
- Two additional programs "From Readers' Advisory to Awards Reading" offered with the Center for the Book were well attended.
- A series of "Using Flickr to Tell Your Library's Story" was co-marketed with MLA's Snapshot Day.
- Sarah has been conducting a workshop called "Perk up your Policies".
- Nora held five MassCat User Group sessions.
- Deb launched training on BISAC in libraries

We spent 126 hours preparing for and leading continuing education programs and 60 hours in travel to present them.

Four events were cancelled due to light registration. The events were scheduled for Sudbury, Winchendon, Whately and Chatham. Two were technology programs, one on policy, and one was a school library discussion group.

We made 201 advisory contacts and 40 site visits, spending 184 hours with members. We spent 69 hours in travel. The increase in site visits and travel is in large part due to Tone Nunes' concentrated effort to visit and inventory the libraries reached by the MBI project.

Respectfully submitted,  
Carolyn Noah  
March 15, 2012