

Massachusetts Library System
Executive Board Meeting Minutes November 15, 2010

The meeting of the Massachusetts Library System (MLS) at the College of the Holy Cross was called to order at approximately 2:09 p.m. by Sal Genovese, President.

Present: MLS Executive Board Members: Donna Beales, Vicky Biancolo, Sal Genovese, Karen Davidson Heller, Betty Johnson, Deborah Kelsey, Deborah Lang Froggatt, Dee Magnoni, Jean Maguire, Patrick Marshall, Eric Poulin, Mike Somers

Ex-officio- Rob Maier, Director MBLC; Greg Pronevitz, MLS Executive Director

Guests: Carolyn Noah, MLS Assistant Director

Minutes from October 25 meeting approved as amended to add Deborah Lang Froggatt's name to list of Board members in attendance. Motion-Patrick.; Second-Dee. Unanimous.

Headquarters Planning Taskforce

Task is complete. Disband Committee. Unanimous vote.

Committee/Task Force Recommendations

Greg, Carolyn, Catherine sought staff input for recommendations.

Nominating Committee-Next year this committee will be a special group since there is no past president. MassCat Advisory Committee-Nora Blake, MassCat manager, is staff liaison. Board liaison should be a MassCat library Board member.

Autosort Task Force-Pat Cirone is Board liaison.

Delivery Committee-not a MLS committee; January 2011-first and second choice for new delivery vendor should be picked. After vendor and delivery direction are chosen, MBLC will call meeting.

Proposed committees/task forces

By-law Committee-Mike S presented overview. Three member standing committee which meets on an as needed basis to discuss changes to bylaws. Committee presents proposed changes to Board for discussion. Mike will provide more information to Board.

Can a non MLS Board member serve as a bylaw committee member?

If bylaw change affects MLS membership, they must approve change.

Ad hoc committee can be called if speed is needed in bylaw change.

Action item next meeting. Mike S, Dee, Jean will check over recommendations.

Online Content-need different types of libraries' input; segmented approach. Former region database offerings will end. Use list of these choices to determine interest.

Continuing Education

Delivery-consider member issues i.e. workflow.

Youth Services-school library/public library

ILL Task Force-should contract with Quincy/Wellesley be for more than 2 years? Is contracted service most cost effective means of providing mediated interlibrary loan?

Academic/Special/School Library Task Forces-different groups of members to recommend to Board.
Strategic Planning Task Force-FY12 long range planning, marketing, branding
Statewide Task Force-Joint effort with MBLC taking the lead, partnering with MLS, networks, other entities.

Meeting Room Policy

Carolyn presented policy for meeting room use in Waltham and Whately.
No after hours use in Waltham; \$50 per hour charge for after hours use in Whately.
Motion to accept policy. Motion-Patrick; Second-Dee. Unanimous.

A web form will be posted to reserve room.

Annual meeting

Greg thanked Board members for facilitating table top discussion.
Add budget item in next budget to show cost of annual meeting.
Quorum of voters present. No proxy votes.
Accept feedback on MLS website.
Long range planning as a topic for speaker at next year's meeting. Most of meeting audience is library administrators.

Executive Director Report

Report attached at end of minutes

Financial Report-any suggestion for changing financial report form?

Advisory Team Report

Carolyn reported-

Site visits: In October, our team spent 86 hours working with staff in ten libraries on topics ranging from MassCat preparation, long range planning and wi fi assessment. Year to date: 40 visits and 183 hours spent in member libraries.

Advisory: We fielded 175 enquiries from member libraries and spent 121.5 hours assisting them on topics ranging from database troubleshooting to blogging and author visits to uses of donated money. Year to date: 527 advisory contacts over 411 hours.

Continuing education. We offered 23 distinct programs on topics ranging from RDA to Space planning and summer reading to the broadband initiative. 191 participated. The total for the year: 61 programs attended by nearly 500 people. At this writing, over 360 staff members have responded to our CE survey. Emerging patterns include concerns about serving geographical areas and specialties as well as needing more in-person sessions and more online sessions. Those requesting online training prefer self-paced."

MBLC Report

Monthly reporting from MLS is going well. If there is a MLS staffing change by 1 FTE, budget revision needed. Since MLS is larger organization than former regions, there is more flexibility.
MBLC will propose legislative language to require two locations for MLS. Not recommending language stating that libraries in communities over 250,000 cannot close branch(es). Hopefully a

solution has been found to resolve BPL branch closing for FY11. Database marketing for FY12-federated search tool and geolocation authentication.

Library of Last Recourse (LLR) Report-none

Greg and Carolyn met with LLR to discuss mutual advocacy and promotion of access to resource collection.

Other Business

Motion to present MLS statement of congratulations and thanks for years of service to Bonnie Isman, retiring director of Jones Library Amherst. Motion-Eric; Second-Mike S. Unanimous.

Executive session minutes available to Board only.

Meeting adjourned at about 3:43 p.m. Motion-Patrick

Respectfully submitted,
Betty P. Johnson
Clerk

MLS Executive Director Report – November 2010

Staffing

1. Advertisement for Advisor/Technical Specialist based in Whately posted by Carolyn Noah, Assistant Director. Phone interviews completed. In person interviews completed. An offer will be made shortly.
2. Catherine is finalizing process to hire our second Member Services/Office Support coordinator (replacing temporary employee).
3. We would like to move forward to hire a third Member Services/Office Support coordinator. Administrative support for advisors and managers will free up professional resources that can be directed at providing services to members.

WMRLS

1. Staff in Whately needed a signature on truck registration documents. I contacted the MLS President to get an OK to sign them. It would be useful if the WMRLS Executive Board met and assigned responsibilities for signing documents, credit cards, and bank accounts. Permission was given to MLS to operate the facility, vehicles, and physical assets. Financial assets still remain under the control of WMRLS. Currently legacy permission to access bank accounts is permitted for various staff and one Executive Board member.

MLS Facilities

1. Catherine, Mary, and I plan to begin discussions with Whately officials to update them on MLS and the facility. We will then meet with a commercial realtor to look at the best options for leasing out unused space beginning in July 2011.
2. Catherine and I will pursue a new HQ location along I-495.
3. Revised meeting room use policies for MLS facilities are on the agenda.

Grant Applications

1. Massachusetts Broadband Institute has received grant to provide fiber-optic connections to 126 libraries (mostly in western Massachusetts). MBLC plans to provide MLS with substantial funding to hire personnel to assist libraries with implementation and training. MBLC, CW/MARS, and MLS will work to assist MBI in publicizing and facilitating the process. The Gates Foundation may also supplement this

funding through the MBLC. MBI has issued a proposed schedule that calls for implementation in libraries to begin in 2012.

Delivery

1. Received 14 responses to Delivery/Sorting RFP. Eight for automated sorting and six for manual sorting. We are awaiting answers to more questions in preparation for vendor presentations in early December.

MassCat

1. Nora Blake, MassCat Manager, has issued an RFP for hosting. We are evaluating four responses.

ILL/Journal Article Document Delivery

1. I am finalizing three agreements for review by our attorney.

Membership Activities

1. Several open houses held with Executive Board and MBLC participation. More to come. Carolyn and I also attended and plan to attend several "directors' forums."