

Massachusetts Library System
Executive Board Meeting Minutes September 26, 2011

The meeting of the Massachusetts Library System (MLS) at the MLS-Marlborough office was called to order at approximately 10:35 a.m. by Deborah Kelsey, Acting Chair.

Present: MLS Executive Board Members: Karen Davidson-Heller, Betty Johnson, Deborah Kelsey, Deborah Lang Froggatt, Jean Maguire, Sue Marsh, Patrick Marshall, Eric Poulin (by phone), Mike Somers

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

Guests: Catherine Utt, MLS; Carolyn Noah, MLS

Minutes from August 22 meeting approved. Motion-Mike S.; Second-Deb L F. Unanimous.

Officer change

Board members Sal Genovese and Donna Beales have resigned effective immediately. Deborah Lang Froggatt will leave the Board in December.

Motion to appoint Dee Magnoni as President until the annual meeting. Motion-Mike S; Sec.-Sue M. Unanimous. Motion to continue Dee's term of President through 2012 as planned instead of becoming Past-President. Motion-Mike S.; Sec.-Jean. Unanimous.

Motion to appoint Patrick Marshall as Vice President until annual meeting.
Motion-Sue M.; Sec.-Mike S. Vote: 8-0-1

Nominating Committee

Eric excused himself from discussion as he is a candidate. Mike S. outlined committee actions to date. An email was sent to MLS members calling for volunteers for candidates; 27-30 initial responses. Committee asked 2 questions-Why do you wish to serve on the MLS Executive Board? What is your vision for MLS?-of all who expressed interest to clarify commitment and reasons for serving. Thirteen responses to questions were received. Eight Board members need to be elected- 5 for 3 years; 1 for 2 years; 2 for 1 year. The 1 and 2 year vacancies are the result of resignations.

Discussion about whether a ballot vote or slate of eight should be presented to the membership at annual meeting. Also should nominations be accepted from the floor? There was an open opportunity to apply for candidacy and nominations from the floor could be confusing so a slate will be presented to the Council of Members for their approval. It was decided that Board members will review candidate statements and send their individual choices for eight positions to Mike S. via email by Friday Sept.30. He will count votes and report back to Board. Council Members will receive notice of the slate of candidates two weeks prior to the annual meeting. It was reiterated that consideration of candidates should include guidance from By-law Section 5.3 Composition "...The 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..."

Slate of officers to be approved at annual meeting: Dee Magnoni-President; Patrick Marshall-Vice-President/President Elect; Jean Maguire-Treasurer; Betty Johnson-Clerk

List of Executive Board votes

Betty was asked to compile a detailed list of Board motions and votes including date and brief explanation. She will email this list to Board prior to the October meeting.

Budget procedure language

“Proposed MLS Budgets and budget revisions shall be submitted to the Budget Committee thirty days prior to discussion by the full Executive Board. The Budget Committee shall review proposals and provide the MLS Executive Board with its written recommendation at least fourteen days before the Board’s next meeting. This procedure can be waived with a two-thirds majority vote of the Executive Board.”

Motion to accept budget procedure language. Motion-Mike S.; Sec.-Sue M. Unanimous.

Budget

Motion to accept Fy2012 rev. 1 budget. Motion-Sue M.; Sec-Patrick. Unanimous.

Motion to accept Fy2013 budget. Motion-Patrick; Sec.-Mike S. Unanimous.

Discussion about format of budget presentation for Council of Members so that it is consistent with MBLC report, but provides a better understanding of how the Budget covers the Plan of Service (POS). Suggestions include personnel/space cost allocation to service areas, description of level of activity, i.e. number of transactions for ILL, breakdown of space/utilities by location with any offset from Whately lease.

Plan of Service (POS)

POS covers the continuing services and new initiative-Bibliotemps. Proposed \$1 million increase includes increases in electronic content, CE/advisory, resource sharing, and safety/ergonomics. POS will be presented to Council of Members for acceptance at the annual meeting and then sent to MBLC for December 1 meeting.

Motion to accept POS. Motion-Mike S.; Sec.-Patrick. Unanimous.

Strategic Planning Committee

List of 21 interested candidates for committee presented. Patrick will be added as Vice-President. Greg and Dee made preliminary list of 8 candidates with varied affiliations and geographic locations to be asked to participate. One suggestion was to add a small town library representative to the list of eight. Committee will have 4 meetings including the MLS annual meeting. Committee will endorse plan that Greg, Carolyn, and Catherine write with committee input. Board will vote on plan. Greg will contact preliminary list of nine and if any refuse others on the original list will be asked. If enough members are not found, Deb L F volunteered to be on the committee.

Open House

Marlborough Open House will include-Welcome by Deb K.; MLS update by Greg; Representatives Hogan and Levi; MBLC update by Rob (Commissioner Katherine Dibble actually spoke for MBLC)

October 24 in Whately

Continuing Education Policy (draft attached at end of minutes)

Discussion of priority for training attendance. "Non-library staff that is closely affiliated with a library may register and attend if library staff accompanies them." The person indicated in this statement is non-paid staff. Amend to replace "if library staff accompanies them." with "with library director authorization." Move this sentence to first paragraph of policy.

Motion to approve Continuing Education Policy as amended. Motion-Mike S.; Deb L F. Unanimous.

Reports

Executive Director's Report attached at end of minutes.

Discussions with attorney about the Personnel Handbook and about the joint online content procurement. The question about procurement is: Does the MLS/MBLC joint procurement create a situation that MLS might become subject to the government agency procurement requirements? This issue will be included on October agenda.

Financial

Catherine reported on FY12 to date.

September 2011 CE and Advisory Report-Carolyn Noah

"In August, we planned 17 events (and travelled 16 hours to present them). 161 participated in classes ranging from "Managing Difficult Patrons" to a new edition of the "eReaderpalooza". We cancelled four programs due to light registration. Two were on designing surveys, one on gaming, and the fourth a summer programming wrap-up.

We made 228 advisory contacts (representing 91 hours of contact time and 5 hours of travel) and 16 site visits (30 hours on site, 21 travel). Many librarians had questions about long range planning, no surprise as the public library deadline for submitting new plans approaches. We had a number of personnel and trustee questions. We visited 5 new library directors to introduce services.

In preparation for the BiblioTemps launch, we surveyed members about their potential use of the service. 108 members completed the survey and 93% responded that they would hire a Temp. Interest was split evenly between needing professional and paraprofessional help. Areas of focus were circulation, reference and special projects.

As of the morning of September 13, we had received 27 applications for our advisor positions." Number is currently 32 or more applicants. Phone interviews occurring now with 1st round interviews to be scheduled mid October.

MBLC-Rob Maier

Legislative agenda prepared for presentation at October 6 MBLC Board meeting. Statewide database procurement is proceeding. Estimated \$10 million over 5 years. Bids should be in for beginning of November. After initial review, member library trials will be set up. Himmel and Wilson are conducting the LSTA 5 year evaluation; data collection will include 3 focus groups with 15 people per group and an on-line survey. First Legislative breakfast of the season will be in Reading on Oct 21. Berkshire breakfast will be last Friday of January in Pittsfield. Rob encouraged Board to attend their local breakfast as it is invaluable for legislators to see libraries and users.

Library for the Commonwealth (LC)-No report

Other business-none

Upcoming meeting dates:

October 24- MLS Whately

November 14-Annual meeting and Board meeting at Holy Cross in Worcester

December 5-MLS Marlborough

Motion to adjourn at 1:26 p.m. Motion-Mike S.; Sec. - Patrick

Respectfully submitted,
Betty P. Johnson

MLS Executive Director Report – September 2011

Facilities-We have signed a listing agreement with the Masiello Group in Greenfield to lease our surplus space in Whately. Catherine will be meeting with Agent, Mark Abramson soon to get started.

Online Content-Work continues on the joint MBLC/MLS Online Content procurement for fy2013. It appears we will be seeking bids on the following types of content: General, Newspapers (NY Times & Bost Globe), Encyclopedias, Genealogy, and Language Learning. Other areas may be covered by MLS if funds allow.

I have joined a national discussion on possible nation-wide efforts to seek advantageous pricing for online content. This effort is being led by LYRASIS.

Legal Issues-We have had discussions with our attorney about the Personnel Handbook and about the joint online content procurement. The question about procurement was: Does the MLS/MBLC joint procurement create a situation that MLS might become subject to the government agency procurement requirements?

Our attorney said that one event or contract will not govern this. There are five questions for the test. I told our attorney that we would make an effort to distance ourselves from the characteristics that might put us in the government instrumentality category, i.e.

1. The means by which the entity was created;
2. Whether or not the entity performs an essentially governmental function;
3. The extent to which the entity receives and/or expends public funds;
4. The involvement of private interests; and
5. The extent of control and supervision exercised over the entity by governmental officials or agencies

Delivery

Catherine, Amanda, and I met with Optima to discuss schedule revisions requested by members and adding stops for MassCat and CW/MARS members. Catherine is reviewing the proposals.

MASSACHUSETTS LIBRARY SYSTEM – Continuing Education Policy-draft 9/13/11

MLS member library staff and members of their governing boards, such as Trustees, receive priority for attendance at continuing education events. For most offerings, if seats remain unfilled, they become available free of charge to nonmembers in this priority order:

- BiblioTemps® who are currently working in temporary placements
- Students enrolled in a graduate school of library and information science
- Massachusetts library staff who are currently unemployed and can demonstrate membership in a library professional association

Non-library staff that is closely affiliated with a library may register and attend if library staff accompanies them.

Training for which MLS pays per participant is not included in the nonmember offer. Examples are courses from Lyris or Lynda.com.

If programs are designated to meet the needs of one library type or function, member librarians of that group will receive priority.

Volunteers and Friends are invited to attend workshops that are specifically designed for them. Prior approval by their Library Director is required.

Workshops may be canceled due to low registration. Participants will be notified a week in advance and a cancellation notice will be added to the MLS calendar.

BASIC LIBRARY TECHNIQUES

Basic Library Technique (BLT) classes are required for certification of libraries serving populations under 10,000 if their librarian does not have a Masters of Library Information Science. These staff members take priority for registration for BLT classes.

PDPs

MLS is an official PDP Provider for School Librarians seeking certification or re-certification. We offer a wide variety of workshops that can be fit into an Individual Professional Development Plan (IPDP). School librarians can select professional development options from several different threads: technology, literacy, and administration.

MLS will award a Certificate of Professional Development for 9 hours of workshops plus one hour of product related to the workshops. The product can be a wiki, a blog, a bibliography, a lesson plan, or a report. MLS members are eligible for Certificates of Professional Development.

INDEPENDENT ROUNDTABLES

MLS can assist members who wish to meet for discussion independently of MLS by posting their events on our website. Staff of a member library will be the contact person for independent roundtables.

MLS staff members welcome invitations to independent roundtables, especially if their expertise is relevant. If MLS staff is important to the discussion, planners are asked to coordinate dates with MLS in advance.

WEATHER CANCELLATIONS

If bad weather is forecast and any MLS workshops are affected, MLS will announce workshop postponements, office closing and late openings by 8:00 am via MLS voicemail at 866-627-7228.

Any workshop postponement or office closing announcements will also be made to the MLS Announcement List and website by 8:00 am or as soon as possible on the day preceding a storm.