

NOBLE Executive Board Meeting Hybrid Minutes February 12, 2025

Present: Kathy Lussier, Brian Courtemanche, Myron Schirer-Suter, Jonathan Nichols, Allison Babin, Catherine McDonald, Anna Sarneso, Theresa Hurley

1. **Call to Order.** Brian called the meeting to order at 2:04.

2. Approval of Minutes

Anna made the motion to approve the minutes seconded by Allison. All in favor.

3. **Treasurer's Report.** Myron stated that 56% has been expended and there is nothing unexpected

4. Resource Sharing Working Group

Jonathan reported on the Resource Sharing Working Group and discussions on policy reviews. The Borrower's Card Policies were discussed heavily with recommendations:

A. Recommendation to Revise Borrower's Card Policy

- Kathy reported on a couple of recent issues concerning children of divorced parents having two separate cards/accounts because one parent is not returning the books so that the child cannot check out items while with the other parent. This was discussed at a recent youth services roundtable with Elizabeth and reported that libraries were handling it differently by encouraging the parent to use their card or signing the child up for a second card. Kathy stated it might be good to allow some flexibility in the policy that states "In cases where a dependent has multiple caregivers living in different households, library directors may, at their discretion, approve a second public patron account for the dependent. A lengthy discussion ensued. Kathy stressed that it is important to make sure that everything is communicated to all libraries so that there is not an appearance that some libraries are getting special treatment.
- **Non-NOBLE Barcodes** Kathy suggested clarifying the language regarding Non NOBLE cards added to a patron's NOBLE record and access to electronic resources. "Non-NOBLE public library barcodes can be accepted and entered into the NOBLE database if the user prefers and if they have no other public library card in the database, these users may be issued a public library or generic NOBLE card. In either case, access to electronic resources may still be controlled by residence municipality via the home library field.
- **Online Card Registration** Kathy suggested clarifying language regarding Online Card Registration and invalid addresses from "Borrowers whose data could not be verified in other ways, will not receive a barcode but will be directed to visit a NOBLE library" to "Borrowers whose address appears invalid, will not receive a barcode but will be directed to visit a NOB:LE library".
- **Non-Circulation/Electronic Access Cards** Kathy noted that the current language regarding Non-Circulation/Electronic Access Cards expiring is a case where practice was not following the policy. The current practice is for cards to expire after three years and currently the policy states it will expire annually. NOBLE will update this permission group to expire after one year.
- **Teacher/Institutional Cards** Kathy reported that NOBLE staff is recommending removing "Libraries who do not wish to supply items to Teacher/Institutional Cards can choose to have

their materials unavailable to these cards through a system steering.” NOBLE believes that it predates the uniform circulation rules for network transfers.

- **Using Cards** At the request of a Working Group Member, Kathy suggested including the use of a patron’s barcode in the official NOBLE or library mobile app as an acceptable means of account identification for circulation. It was suggested that passwords be removed as a verification parameter as libraries do not have access to patron passwords. It is also recommended that the following be added “a minimum of three verification parameters as determined by each individual library that may include, but not limited to, having the patron correctly identify date of birth, telephone number, or other personal information in the patron record”. Discussion followed about requiring added verification parameters. Board members showed a willingness for patrons to use other forms of barcodes such as image, verbal recitation, etc. It was suggested to send it back to the working group for more clarification and consideration.

B. Recommendation to Revise Borrower’s Card Retention Policy to incorporate electronic renewal policies

The RSWG recommended to add the following language to Borrower’s Card Retention Policy: “Patrons who live in Massachusetts or New Hampshire with a valid billing address on their account will also have the option to renew their accounts through an online form. For an online renewal, patrons will be asked to review and verify their current contact information. If no changes are made to the address, their accounts will be renewed for three years. If changes are made to the address, the online system will verify that their last name is associated with the new address before renewing their account for three years. If this verification fails, the account will be renewed for 30 days to allow time to contact their library to complete the renewal.”

Catherine made a motion to recommend these changes to Members. Seconded by Jonathan. All in favor.

C. Recommendation to Revise Network Transfer Policy in the event that a library with out-of-state campuses joins NOBLE

Kathy shared the RSWG recommended addition to the Network Transfer Policy; “Out-of-state campuses/branches of a NOBLE member library may not participate in resource sharing nor request materials from other NOBLE member libraries through the NOBLE system.”

Kathy stated that this is not ready for a vote yet because we do not currently have an out of state campus. After lengthy discussion, Kathy suggested that the board think about the policy pieces and revisit at the next meeting.

Theresa made the motion to table, seconded by Catherine. All in favor.

5. Collection Management Working Group Report

Catherine reported that the working group discussed weeding and how to catalog the world language collections so that it is consistent among libraries, addressing the issue of the inability to put a specific language in the record because English is not an option. This will be looked into more by Elizabeth and also discussed by the Tech Services roundtable.

6. Advocacy Committee Report

Kathy reported that the legislative breakfast hosted by Marblehead produced a great turnout.

7. Assessment Formula Review Subcommittee Report

Brian reported that the committee met on February 3 and reviewed several formulas. Each member received a spreadsheet that can be manipulated and changed to see how the numbers work out. There was a lot of conversation about it not being too swingy.

8. Executive Director's Report

Due to time constraints, the Executive Director's report was submitted as written.

9. Gordon Conwell

Kathy reported Gordon Conwell indicated they were very interested in joining. She noted the quote was for their Massachusetts-based campuses. They do want to include all of their libraries in it. Kathy stated this needs to be a discussion item, because we have never had out-of-state libraries. She has given Michele the task of figuring out how it would work in Evergreen.

The three areas of concern are:

- **Holds** Evergreen was designed for complex consortia; NOBLE has never had to use their complex hold settings, but Michele was able to easily figure it out. NOBLE can set it up so that current NOBLE members will be able to place holds on the Hamilton and Boston campus materials, but not on the Florida or North Carolina materials, and it will work in the other direction where Hamilton and Boston can place holds on our materials. but not the Florida and North Carolina campuses.
- **Access to Patron Information** If out-of-state campuses aren't resource sharing with us, there is no reason to have access to NOBLE patron information.
- **State Laws** Kathy stated her concerns with not being familiar with the State laws in North Carolina or Florida. Kathy stated that NOBLE would look into contacting an attorney who specializes in data privacy Board members verbally agreed that the updated quote to include out-of-state campuses should be \$50,471.

10. Policy Review- Confidentiality Policy and Legal Request Policy

Kathy stated that she contacted the attorney with help for updating those policies. He was flummoxed. She also reached out to the ALA Office of Intellectual Freedom but has not heard back yet.

11. New Business

Kathy stated that our March meeting is the semiannual in person meeting. Members can join virtually if needed, but everyone is encouraged to attend in person.

12. Adjournment. Myron made the motion, seconded by Allison, all in favor. Meeting was adjourned at 4:21

Respectfully submitted,

Theresa Hurley
Secretary Pro Temp