

NOBLE Executive Board Meeting hybrid

May 8, 2024

Present: Kathy Lussier, Brian Courtemanche, Catherine McDonald, Allison Babin, Linda Gardener, Theresa Hurley, Amy Lannon, Tara Mansfield, Jonathan Nichols, Myron Schirer-Suter.

1. Call to Order/Welcome

Brian called the Meeting to order at 2:04pm.

2. Approval of Minutes

Amy made the motion to approve the minutes from 4/10/2024, seconded by Linda. All in favor.

3. Treasurer's Report

A budget report was distributed. Myron reported that nothing was out of the ordinary. Kathy noted that there was underspending on the salary line due to the vacant position. She suggested using the extra funds to look into the ergonomics of workstations. She noted some staff members had mentioned soreness that could point to ergonomic issues.. Amy noted that having someone look at the ergonomics and things like raising monitors and chairs is helpful and important for healthy employees. Kathy noted that NOBLE staff work at their stations all day. Amy noted that the consultant Reading used was from MIIA, and that they found things that can be done for free. She suggested that Kathy should come back to the Board if funding is needed for improvements. Kathy noted that they had looked into having an assessment while she was at SAILS, but she did not have the contact information.

4. Nominating Committee Report

Brian reported that the Nominating Committee had put out the call for officers, and did not receive a response. He noted that Abby Porter had expressed interest in becoming an at-large member of the Executive Board.

5. Exploratory Committee to Examine the Public Bid Process Report

Tara reported that the committee met on 4/11 and had worked together to make edits to the bid. The bid was publicly posted on Monday 5/6 and bids were due on 5/21 at 11am. She thanked Allison, Jonathan, Greg, and Rachel for their efforts.

6. IPEDS Ad-hoc Committee Report

Myron reported that the announcement was made for public comment and that 747 comments were received to date. He noted that most of the comments opposed the move. Catherine agreed and noted that she had read many of the comments. Myron read the comment sent in by the IPEDS Ad-hoc Committee. Brian noted that they will wait and see what happens and thanked the committee for their help.

7. Executive Director's Report

Evergreen development

Kathy reported that Jane Sandberg completed the first two pieces of the work on the library selector project. The first piece is a new feature where the list of shelving locations on the advanced search screen will automatically update to relevant locations after the user chooses a shelving location group. The second piece simply replaces the library selector in the new staff catalog with a new component. Kathy reported that NOBLE has committed the remainder of the FY24 development funds to the CW MARS project to fix alerts and notes in item templates.

e-Renew

Kathy reported that Quipu received the connection information for NOBLE's eRenew test server, and that they are waiting to hear back as to whether they are connecting correctly.

EZProxy

Kathy reported that the Comcast outage at the NOBLE office was a reminder of the need to move authentication to an off-site server. NOBLE is working with OCLC to try to get a quote that meets the consortium's requirements. Kathy noted that she may also seek a quote to continue with the self-hosted version using multiple licenses, which would allow NOBLE to install it on a cloud web server. Kathy reported that she also plans to reach out to EBSCO to see if pricing for OpenAthens is more cost effective.

MBLC Executive Director

Kathy reported that she attended the two finalist interviews for the MBLC Executive Director position on April 17th. The Board voted to appoint Maureen Amyot, the director of the Westborough Public Library, and formerly a consultant with the Central Regional Library System. Kathy noted that she was struck by Maureen's solid understanding of the need to engage with the various library partners around the state. Kathy is hoping to see more collaboration among all the agencies supporting libraries under her leadership. Kathy noted that Al Hayden will also be transitioning to working at MBLC.

Spring NOBLE Programs

Kathy reported that it will be a busy spring at NOBLE. A successful Welcome to NOBLE meeting was held last week. The online strategic planning focus groups will begin meeting on Monday, May 13, followed by two in-person focus groups the following week. ERDWG will meet on Wednesday, May 16 and will see demos for two discovery layers to potentially replace the public catalog. NOBLE's Annual Meeting is scheduled on May 17th, NOBLE Day at EBSCO is scheduled for May 30th, and the Library Expo will be held on June 6.

ECDI

Kathy reported that the ECDI bank account is set up, and the funds are scheduled to be transferred today. They will be talking about approval processes at the next transition meeting later this month, and Paula is working on setting up RAMP.

Evergreen Conference

Kathy reported that the Evergreen Conference was held April 22-25 and that NOBLE staff was involved in many presentations. Kathy led a pre-conference program on performing privacy audits that included brainstorming on features that could be added to Evergreen to better protect patron data. She also participated in a panel on building a culture of open source contribution in an organization. Michele presented a session on the basics of git, the version control system used in Evergreen. Elizabeth and Martha's session demonstrating the ListMaker received a lot of positive attention, and Martha is planning to do more work on the code to make it more usable by others in the community. Elizabeth also led a session on batches, baskets, buckets and bookbags and co-presented with a CW MARS staff person on how parts are used in the system.

In other sessions, staff received updates on the Evergreen software, learned a few tips on managing upgrades, saw sessions on the Aspen discovery layer, and learned about a structured cataloging training program used in an Evergreen consortium.

Evergreen Community

Kathy reported that the Membership Model Subcommittee she is chairing made big progress this month with the creation of the first draft models that will assess fees to members to help support staffing and/or projects. The models were created to make it easy for organizations of all types and sizes to contribute to the project, with the base model assessing a \$500 annual fee for organizations and the highest level assessing a \$20,000 fee. When the models are closer to adoption, they will be shared with the Board so that NOBLE can begin to think about their membership level.

Massachusetts Library Association

Kathy reported that she and Elizabeth attended the MLA annual conference this week. Elizabeth came back with a lot of ideas to consider at NOBLE, and Kathy noted that she did as well.

Kathy reported that she facilitated a discussion among organizers of legislative events to share ideas for the best way to run these events on 4/26. She noted that the discussion will lead to a new toolkit that can be created by the MLA Legislative Committee.

8. Strategic Planning Update

NOBLE's Strategic Plan Survey Analysis was distributed. Kathy reported that she was not sure how much to worry about scheduling, since there are opportunities for one on one interviews. She noted that Montserrat, Saugus and Lynn cannot make the sessions. Kathy reported the analysis of the survey was just received, and that she would have liked to see the responses as they were received. Catherine noted that Wakefield had recently done a survey and it was helpful to be able to see the responses in real time. Kathy noted that there was an issue with the pie charts not correlating with the responses. Catherine asked if Kathy had the raw data, and Kathy reported that she did not and had not had time to go over the report with Constructive Disruption. Amy noted that it was good that there were no surprises in the report.

9. Vote to release any shared NOBLE software projects under a GNU GPLv3 or later license

Motion: Move for NOBLE adopt a GNU GPL version 3 or later license for any software project released to the public.

Discussion:

Kathy reported that she realized NOBLE should have a license attached to the ListMaker code to allow it to be used, adapted and shared since there is so much interest. She noted that this step will be necessary for other developers to use and adapt it and will require they use the same license if resharing it. Rather than voting on the license for one particular project, Kathy recommended that the Board establish the license as something that will always be used for any software project released by NOBLE.

Brian asked if the license would require attribution to NOBLE. Kathy noted that the attribution was not required, but they could put in a copyright statement. Brian noted the having the license is helpful so that people will know they can use it.

Action: Amy made the motion, seconded by Theresa. All in favor.

10. Evaluation of NOBLE Staffing Needs

A report about NOBLE Staffing Needs was distributed. Kathy reported that there had been an open position at NOBLE since before she started and that she had taken time to get the feel for where the staffing needs were. She noted that administrative functions were performed by her and Paula. Kathy noted that it had been an especially disruptive year for Paula with all the changes including new staff, ECDI, and the new accounting software transition. Kathy would like to find a way to use automation to reduce some of the workload. Kathy noted that updating the NOBLE Directory was something someone else could do. She noted that ECDI will use electronic processes that may be incorporated into the larger network.

Kathy reported that the Systems department lost 1.5 positions. She noted that the new PC Support Coordinator was doing well and offering more remote options. Kathy will arrange for NOBLE's PC Support Coordinator to go and meet with the SAILS Coordinator. She noted that vacation time was a concern with just having one employee in the PC Support program. Kathy hopes to offload some of Michele's and Martha's workload so that they can provide backup for Mike, when needed, move Envisionware and LPT1 to the cloud next year, and possibly have spare PCs set up and ready to go to libraries.

Kathy reported that Michele is handling smaller things like setting up accounts, and she would like these responsibilities to be moved to the new position, which would act as tier 1 support. Allison noted that the proposed changes sound like a great plan that will benefit the whole organization. Linda thanked Kathy and noted that she put in a lot of work on the assessment. Brian noted that Kathy was very attentive to the needs of the staff. Kathy noted this position could also take charge of ComCat. Allison noted that it will be a very

interesting entry level position at NOBLE. Catherine noted that the proposed changes are rejuvenating and will encourage staff to do higher level things since they will be relieved of the smaller burdensome things. Kathy reported that she is working on the job description and that she found some inspiration from Hopkington's HR Department that had recently implemented a DEIB initiative that includes belonging.

11. Adjusted Calendar for NOBLE Board/Member Activities

A document listing meeting dates was distributed. Kathy reported that she had suggested moving up the timeline for appointing Board members and working group members. She noted that there will be a new privacy ad-hoc committee.

Kathy reported that someone will have to step down for the Board in order for Abby to join. Amy and Linda announced that they would be stepping down. Amy noted that she would be happy to talk to interested folks about the commitment and responsibilities, and she encouraged new people to get involved. Linda noted that she would be happy to do that as well. Brian noted that Amy and Linda will still be part of Membership, so they will not really be gone. Catherine noted that it helps going to regular Board meetings. Allison thanked Amy and Linda for their service and noted that they were very helpful and that she had learned a lot from them.

Linda noted that succession is important and that a balance of those with institutional knowledge and memory mixed with new people who will ask questions is a good thing. Kathy reported that Brian will work on finding another at-large member. Jonathan suggested Rachel from Stoneham. Brian noted that Anna from Bunker Hill may be interested. Kathy said that the person should be in their position for more than a year. Kathy noted that sometimes people will ignore general emails and would prefer to be approached directly.

Kathy reported that the November meeting will be moved to January to space out meetings and allow more regular updates from the working groups.

12. Vote to co-host Evergreen Developer Hack-a-Way at Endicott

Motion: Move that NOBLE allocate \$2,500 to support the 2024 Evergreen Hack-a-Way.

Discussion:

A NOBLE Hackfest proposal was distributed with a total cost of \$3,271.60. Brian recused himself from the discussion and vote. Kathy reported that NOBLE will be hosting this year and hoped to hold the event at Endicott College, as it is within walking distance from the hotel. Endicott offered a 20% discount on the space. Kathy reported that CW Mars offered to pay for the meeting space, and NOBLE would be responsible for food and incidentals. Kathy noted that the hotel had an attrition policy, so NOBLE would be required to fill a percentage or be charged fees. Kathy noted there is an Evergreen meeting next week and she will ask if NOBLE can be reimbursed for the fees if the hotel rooms are not used.

Action: Theresa made the motion, seconded by Linda. Brian abstained. All in favor.

13. New Business

Kathy reported that she will be away for the rest of the week. Brian noted that the academics were wrapping up the academic year and congratulated them.

Jonathan reported that Swampscott has a new Head of Circulation and that she noticed some eCard accounts had physical items checked out. Swampscott ran a report and most of the patrons were from other cities and towns. Kathy asked if the permission level was changed on the accounts, and Jonathan said he did not know.

14. Adjournment

The meeting adjourned at 3:19pm.

Respectfully submitted,

Tara Mansfield