

**NOBLE
MEMBERS OF THE CORPORATION MEETING - VIDEO CONFERENCE
OCTOBER 17, 2024**

PRESENT: Fifteen Members attended by authorized voting representatives (Attachment A).

1. CALL TO ORDER: President Brian Courtemanche is running late. In his absence vice president Catherine McDonald called to order at 10:10.

2. APPROVAL OF MINUTES:

Motion: Greg McClay moved to approve the September 19, 2024 Minutes, Noelle Boc second. Motion carried unanimously.

3. TREASURER'S REPORT: Myron Schirer-Suter reported budget on target. Auditor has made several field visits. Reported on capital, contingency, and network infrastructure funds.

4. MANAGER'S REPORT:

**Kathy Lussier -
NOBLE Staffing News**

Monday was the deadline to submit resumes for the Bibliographic Services Supervisor position. Seven resumes were received, interviews will be scheduled in the coming weeks.

Essex County Community Foundation (ECCF) Digital Equity Coalition

The ECCF Digital Equity Coalition announced a grant opportunity for collaborative projects focusing on digital equity initiatives serving communities in Essex County. Funding will prioritize the four areas of the ECCF digital equity plan: devices, access, literacy, and collaboration. Proposals may take on any or a combination of these focus areas and must be submitted as a collaborative project with at least one other partner. Considering ideas for NOBLE to possibly submit a grant, either in the area of access or literacy. NOBLE previously received a grant from the coalition to upgrade networking equipment in Lynn, Peabody, and Salem.

Network Administrators Meeting

The network administrators held their quarterly meeting at the end of September. NOBLE is receiving the following grants for fiscal year 2025: Resource Sharing, \$220,253; Telecomm, \$40,865; Network Infrastructure, \$28,432; LEA, \$73,381 with an additional \$12,000 for OverDrive platform fees. With the exception of the LEA grant, all grants will be applied to our FY26 budget.

NOBLE exceeded the \$1,750 cap per outlet for reimbursement for our telecommunications line.

Advocated for increasing the cap, but, until more networks are hitting the cap, there isn't much interest in increasing the cap. MBLC is also reluctant to increase the budget for the telecommunications lines while there is federal funding available to offset the costs of these lines through the e-rate program. The MBLC is planning to revisit the formula for the resource sharing grant program next year.

Kate Butler from the MBLC reported there is going to be a special grant program to serve migrant and specialty programs. Networks will be eligible for this grant if we want to do something network wide.

MLA Advocacy Boot Camp Program

Participated in MLA's Advocacy Boot Camp on Thursday. As the MLA Legislative Committee is shifting to support more regional advocacy events in lieu of the annual day at the state house, the boot camp is a way to bring library advocates together and build enthusiasm for advocacy. Several members of NOBLE's advocacy committee attended, and the program gave them ideas for this year's legislative breakfast, which will be held at the Abbot Public Library on February 7.

Elizabeth Thomsen -

Staff Update - Onboarding and training new employee, Gabriel Jayroe.

Training/Meeting - Continue to meet with public libraries to review their EBSCO links. Reviewed training & meeting sessions held.

Working Groups - Resource Sharing Working Group met. Collection Management Group has a new chair, Gabi Toth from Peabody, and Emily Goss, from Phillips, will be the Minute taker. The Group discussed ideas of reorganizing the assessment reports.

Martha Driscoll -

Off Hours Support - Few issues providing off-hours support to libraries during weekend hours. Magna5 sent an email to NOBLE asking to verify power at a site. Email isn't monitored on the weekend and troubleshooting did not continue. Magna5 was updated with contact information for each public library so they can contact libraries directly to confirm power and check equipment. Also updated the off-hours phone information on the Staff Information System which was incorrect. Callers should press '0' to reach emergency support. Setup text alerts from Magna5 in addition to email. These procedures should resolve gaps in weekend and evening coverage.

Evergreen Upgrade - Our hosting vendor MOBIUS updated one of our test servers to 3.13, which is the release that we will load on the production system in January. Tentatively scheduled for Monday evening January 6th, but we are thinking about upgrading the Postgres database software at the same time. This will require 5-6 hours of down time so may do the upgrade Sunday January 5th instead. Information will be communicated well in advance.

5. VOTE TO APPROVE FY2026 NOBLE BUDGET, OVERDRIVE AND PC SUPPORT**ASSESSMENTS:**

Kathy Lussier reported the budgets were presented last month. There was a question at the September meeting on the proposed increase in line item 6-5550 Telecom Equipment Maintenance, from \$30,000 in FY25 to \$35,000 in FY26. Kathy did follow up with the Executive Board. The Board recommended keeping the line item at \$35,000 for FY26 to cover a potential increase as NOBLE transitions to a new network monitoring vendor. No further discussion.

Motion: Greg McClay moved to approve FY26 NOBLE Budget, OverDrive and PC Support Assessments, Myron Schirer-Suter second. Attachment B Roll Call Vote: 13-Yes, 0-No, 10-Not Present. Motion carried by unanimous vote of Membership present.

6. VOTE TO APPROVE FY2026 ACTION PLAN:

Kathy Lussier presented the FY26 Action Plan, link to access the plan: [FY26 Action Plan](#)

No discussion after presentation.

Motion: Linda Gardener moved to approve the FY2026 Action Plan, second Allison Babin. Motion carried unanimously.

7. VOTE TO APPROVE REVISIONS TO PATRON ALERT MESSAGE AND MESSAGE POLICY:

Kathy Lussier reported that the Resource Sharing Working Group (RSWG) reviewed the Patron Alert Message and Message Policy last year after an upgrade consolidated three different patron notes, alerts, and messages interfaces into one interface. The proposed policy revision updates the language to reflect the current interface, but also makes the following changes, summarized below:

- Guidance on when an alerting note and when a standard note should be used.
- Stronger guidance against adding consortium-wide alerting notes for messages that are only of interest to the local library.
- The revision removes a requirement to enter the initials when adding a note. The new interface provides an option to show the user name of the staff person who entered the note. Since

NOBLE library staff all log in with their own accounts, this option makes the entry of initials unnecessary.

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- The policy no longer allows circ staff to use notes to identify people who can pick up holds or to identify invalid mailing or email addresses. There are other places in the patron record where this information can be tracked.
- The policy now encourages circ staff to remove redundant or old messages. It also gives NOBLE staff the ability to consolidate or remove notes that are redundant or out of date.

RSWG sent the recommended revision to the Executive Board, which voted last week to recommend the revisions. Link to access the policy: [Patron Messages Policy](#)

Motion: Greg McClay moved to approve the recommended revisions to the Patron Alert Message and Message Policy, second Theresa Hurley. Motion carried unanimously.

8. QUARTERLY FY25 ACTION PLAN REVIEW:

Kathy Lusier reported on FY25 Action Plan items as of the first quarter of FY25. Link to report: [FY25 Action Plan Review](#)

9. NEW BUSINESS: KathyLussier reported the Resource Sharing Working Group will be doing a privacy audit of our system. Will need an ad hoc committee looking to start meeting in January.

10. ADJOURNMENT:

Motion: Abby Porter moved to adjourn. Meeting adjourned at 11:20am.

Respectfully Submitted,

Abigail Porter
Secretary

ATTACHMENT A

MEMBERS OF THE CORPORATION MEETING 10/17/2024

	Name	Library
1	Allison Babin	Beverly Public Library
2	Alysa Hayden	Board of Library Commissioners
3	Anna Sarneso	Bunker Hill Community College Library and Learning Commons
4	Noelle Boc	Danvers - Peabody Institute Library
5	Brian Courtemanche	Endicott College - Diane M. Halle Library
6	Myron Schirer-Suter	Gordon College - Jenks Library
7	Theresa Hurley	Lynn Public Library
8	Abby Porter	Lynnfield Public Library
9	Kimberly Grad	Marblehead - Abbot Public Library
10	Linda Gardener	Melrose Public Library
11	Lyena Chavez	Merrimack College - McQuade Library
12	Catherine Robertson	Montserrat College of Art - Paul M. Scott Library
13	Martha Driscoll	NOBLE Staff
14	Paula Cartolaro	NOBLE Staff
15	Kathy Lussier	NOBLE Staff
16	Elizabeth Thomsen	NOBLE Staff
17	Jim Riordan	Salem Public Library
18	Jonathan Nichols	Swampscott Public Library
19	Catherine McDonald	Wakefield - Beebe Memorial Library
20	Greg McClay	Winthrop Public Library and Museum