



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

NOTICE: BOARD OF TRUSTEES MEETING

The Winthrop Public Library & Museum Board of Trustees will meet on **Tuesday, June 7th, 2011**. Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes (including Executive Session) from the previous May 4th, 2010) meeting [**see Enclosure 1**]

2. Director's update

3. Old Business

- *Minuteman: Alternative to NOBLE*

4. New Business

- *Request for contingent appropriation of State Aid funds for FY 2011 materials purchases*

5. Public Comment

6. Date of Next Meeting:

7. Motion to adjourn

James M. Matarazzo
Chairman

John Tranfaglia
Vice Chairman

Betty Peabody
Treasurer

Richard Tyrell
Secretary

Stephen Dalton

Virginia Wallace

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, June 9, 2011, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:40 P.M. The following named trustees were present: James Matarazzo, Chairman; Stephen Dalton, Betty Peabody, Richard Tyrell, and Virginia Wallace. The library was represented by Alan Thibeault, Director, and Ann Gutting, Assistant Director.

Minutes

Mr. Dalton moved to accept the minutes of May 4, 2011. Ms. Wallace seconded the motion which was then unanimously approved.

Director's Update

1. Library Financials. Mr. Thibeault submitted library financial figures as of June 7, 2011. The Director predicted that the library will meet the 12% level needed for certification.

2. Town Hall Update

Mr. Thibeault reported that Town employees would receive a 2% increase in salary.

The E.B. Newton Cultural Center held a gala on May 28, 2011, that was quite successful.

The new circulation desk is now in place, thanks to the splendid workmanship of Ron Bergman.

The Maurici collection dedication was well attended.

Jay Ashe is holding forth in the Children's Room as the trustees meet.

The overdue amnesty will continue until June 30, 2011.

The summer library schedule is now in effect.

Two Massport youngsters will work in the library this summer beginning on July 5, 2011.

Senior Tax Volunteer, Marie Evans, is now on board.

Old Business

Mr. Thibeault submitted, dated June 6, 2011, an "Analysis of Contemplated automatic network migration--NOBLE to Minuteman Library Network (MLN)." This report is a definitive analysis that would make Ben Bernanke swell with pride and presents trustees with a clear picture of the offerings of NOBLE and MLN with the costs involved.

Ms. Peabody made the following motion which incorporates the recommendation of the Director: Monitor the situation but retain our NOBLE membership while studying changes in costs and emerging technological developments/trends. Ms. Wallace seconded the motion which was unanimously approved.

New Business

The Director reported that the Town Manager, under the new system of bill paying, may now deny expenditures.

In order to ensure that the library meet the materials purchasing requirement for 2011 eligibility for State Aid, Mr. Dalton proposed that trustees allocate \$3,000 for material purchases in FY 11. Ms. Peabody seconded the motion which then won unanimous approval.

Date of next meeting

The trustees will meet next on Thursday, September 15, 2011, barring an emergency, at 6:30 P.M., in the Hazlett Meeting Room.

Adjournment

Ms. Peabody moved to adjourn this meeting at 7:33 P.M. Mr. Dalton seconded the motion. Unanimous.

RST

RST

Enclosure 1: Minutes from the 5/4/2011 Trustees Meeting:



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

MINUTES

The Board of Trustees met on Wednesday, May 4th, 2011 for a regularly-scheduled meeting, which convened at 6:45 p.m. in the Edward Hazlett Meeting Room. Present were the following named trustees: James Matarazzo, Chair; John Tranfaglia, Vice Chair; Betty Peabody, Treasurer and acting Secretary; Stephen Dalton and Virginia Wallace. The library was represented by Alan Thibeault, Director and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Wallace moved to accept the minutes from March 23rd, 2011 as presented. Mr. Dalton seconded the motion which passed unanimously. Mr. Dalton moved to accept the minutes from the March 23rd, 2011 executive session as presented. Ms. Peabody seconded the motion which passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault submitted figures as of May 4th, 2011, noting that the library is 86% through the fiscal year; 88% for payroll purposes. Spending is on target. Mr. Thibeault also projected that the library has committed sufficient funds to reach the 12% materials purchasing threshold for state certification purposes. Mr. Tranfaglia asked if the library has sufficient monies left to cover utilities expenses. Mr. Thibeault answered in the affirmative.

2. Town Hall. Mr. Thibeault briefed the Board on the FY 12 budget process, reporting that he and Mr. Tranfaglia spoke before the Citizens Finance Commission last month. They addressed laws related to certification of public libraries and the paramount role the municipal appropriation plays in it as well as the value of our membership in NOBLE. Both felt the briefing was well-received. They spoke to the new Superintendent of Schools, John Macero, afterwards and discussed school-library cooperation and collaboration. Mr. Thibeault reported that the Town Manager has told him that he has since passed the library's requested budget for FY 2012 (level-funded at \$474,334) to the Town Council with a recommendation for approval. Mr. Thibeault also addressed the Town Manager's plan/concept for consolidation of finance and facilities/grounds maintenance functions between the Town and schools. He has not seen the plan yet so did not feel he could yet determine its effect on library building maintenance operations. Finally, Mr. Thibeault reported that there will be an opening gala for the E.B. Newton School Cultural Center on May 28th from 7 p.m. – 10 p.m. Mr. Thibeault urged Trustees to attend and provided invitations to those whose schedules should permit them to attend.

3. Building Maintenance. Mr. Thibeault announced that the chain link fence near Winthrop Street was removed by the DPW. The rose bush located near the fence was also moved by library staff to a spot next the building. A trellis may be placed there next year. Mr. Thibeault has also asked Service Glass to add glass panels

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over the keyhole windows on the building's façade to better protect them from the elements and enhance insulation of the building. Estimated cost will be about \$200.00

4. Circulation Desk. Mr. Thibeault reports that construction of the desk is complete and that Ron Bergman is applying the final finishing touches. He provided a briefing to include photos of the desk and a floor diagram of the layout plan for the Frost Building's main floor. He also discussed needed additional equipment as well as required moving and electrical work. The desk will be installed in early June and furnishings rearranged at that time. He estimates that the library may have to close for one day during the process. He stated that he would address payment options for the needed work and services under new business.

5. Upcoming Programs/Events: Mr. Thibeault presented a list of upcoming programs and events at the library through the end of August 2011.

6. Donations: Mr. Thibeault reported the following donations to the library (monies deposited to the George W. Hyde Fund):

Popular Authors Literary Club - \$25.00

Winthrop Lodge of Elks - \$100.00

Alan Peabody – Placed pansies in the planters at the foot of the front steps.

7. Mr. Thibeault continues work on alternatives to NOBLE membership and a corporate sponsorship initiative; he hopes to present both items to the Board in June.

8. Mr. Thibeault announced the library will change to its summer schedule from May 30th – September 3rd.

Old Business: Mr. Thibeault plans to dedicate the Evelyn Maurici Collection on May 26th, 2011.

New Business

1. Mr. Thibeault requested the Board vote to approve an overdue items amnesty to run June 14-30, 2011. Patrons returning items will be encouraged to donate canned good etc. which the library will pass on to the Community Food Bank. Ms. Wallace moved to accept the recommendation. Mr. Dalton seconded the motion which passed unanimously.

2. Mr. Thibeault recommended the Board vote to appropriate \$2000.00 in State Aid funds to purchase two new staff PCs after July 1st, 2011. The PCs will replace older machines on the Children's circulation desk and in Technical Services. Ms. Peabody moved to accept the recommendation. Ms. Wallace seconded the motion which passed unanimously.

3. Following up on his briefing on the new circulation desk and space reorganization in the Frost Building, Mr. Thibeault recommended the Board vote to approve a contingent appropriation of \$4000.00 in State Aid funds to cover expenses associated with the project to include moving one large bookcase, alterations in electrical/data/telephone wiring as well as purchase of four computer workstations, five wireless cards for public PCs and one staff PC for the new circulation desk. Mr. Thibeault stated that he intends to use money

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from the library's Supplies & Equipment budget line to cover the expenses. However, he'd like to have authority to allocate State Aid funds if the Supplies and Equipment funds are insufficient or unavailable when invoices are received. Ms. Wallace moved to accept the recommendation. Mr. Dalton seconded the motion which passed unanimously.

Public Comment: Mr. Alex Alexanian addressed the Board, stating his appreciation for the hard work it does.

Next Meeting

The Trustees will meet next on Thursday, June 2nd, 2011, at 6:30 p.m. in the Hazlett Meeting Room.

Adjournment

Ms. Wallace moved to adjourn this meeting at 7:31 P.M. Mr. Tranfaglia seconded the motion which was immediately and unanimously approved.

Betty Peabody, Acting Secretary



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June 6, 2011

TO: See Distribution

SUBJECT: Analysis of Contemplated automation network migration - NOBLE to Minuteman Library Network (MLN)

Attached is my final analysis of the contemplated switch of automation networks. I've included a brief comparison of services offered by the two networks, a map depicting communities in each network, an itemized listing of Minuteman membership costs and a spreadsheet calculating potential savings and costs over a five year period.

The final page contains my overall analysis/assessment and recommended course of action for your acceptance or rejection.

Thank you.

Alan Thibeault, Director

Distribution: James Matarazzo
John Tranfaglia
Betty Peabody

Richard Tyrell
Stephen Dalton
Virginia Wallace

Encl. as

MLN's core services include (included in MLN fee)

MINUTEMAN (Core Services)

NOBLE Comparable Service?

Millennium ILS

Evergreen Open Source System

**Encore Discovery Platform including
Synergy for database integration**

NO

- Online Credit card payments for library fines/fees

NO

- Centralized cataloging

YES

- Telecommunications/Internet

YES

- PC/Windows Server Support

**YES, but at additional cost of
\$110 per supported PC**

- OverDrive (audiobooks and ebooks)

YES

**- Database authentication including maintaining
individual library e-resources web pages**

YES

**- Reports - including circulation, new items added,
network transfers. Complete ARIS support**

YES

- Databases- Novelist, Novelist Select

NO

- SerialsSolutions A-Z list - ejournal finder

NO

- Syndetics - book jackets, reviews etc

NO (not yet)

**- Redesigned staff intranet - using DRUPAL open source
content management system**

NO

- Support for RFID technology

NO (not yet)

- Virtual catalog support

NO

EBSCO Databases

Digital Heritage

+++++

Joining Minuteman

- **Minuteman is accepting new member libraries. In order to be considered for membership in MLN, a library must go through an application process. The application is reviewed by a committee of members and a recommendation is made to the full Membership (each member library director gets one up or down vote). In order to change membership by July 1st of a given year, we'd need to apply in the previous October to provide ample time for acceptance and full migration to the network.**
- **The review committee looks at the strength of the applicant's collection, its financial stability and the support from its local governing board. Members are expected to participate fully in resource sharing which includes both in-person borrowing at the library as well as through the automated interlibrary loan system. In the case of a public library, MLN looks at applicant's certification status with the Massachusetts Board of Library Commissioners. For academic libraries, MLN look at the applicant's accreditation with an association such as NEASC (New England Association of Schools and Colleges). I see nothing in the application that would preclude our joining MLN.**
- **Newbury College will be leaving MLN in July 2011 (moving to an OCLC database).**

2011 Membership Minuteman Membership:

Public Libraries (44 total)

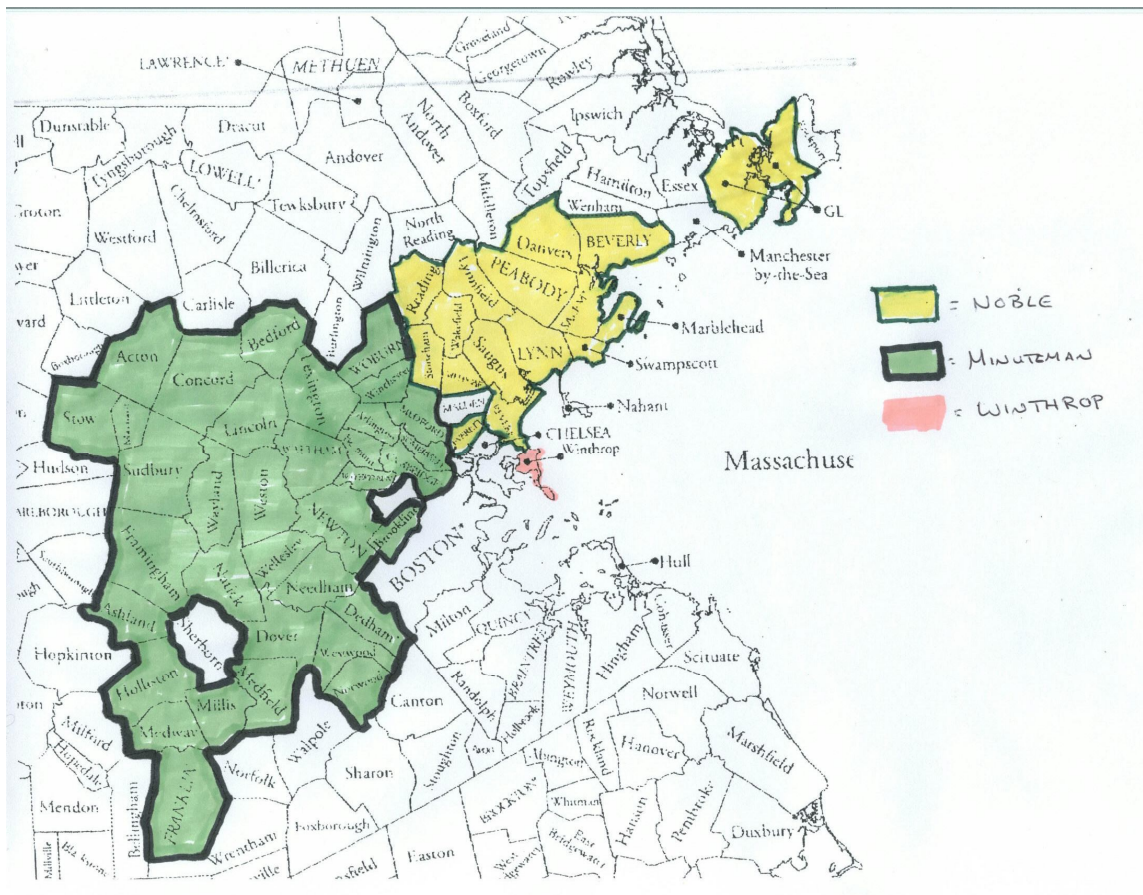
Acton Memorial Library
Robbins Library (Arlington)
Ashland Public Library
Bedford Free Public Library
Belmont Public Library
Public Library of Brookline
Cambridge Public Library
Concord Free Public Library
Dedham Public Library
Dover Town Library
Framingham Public Library
Franklin Public Library
Holliston Public Library
Cary Memorial Library
Lincoln Public Library
Maynard Public Library
Medfield Public Library
Medford Public Library
Medway Public Library
Medway Public Library
Millis Public Library
Morse Institute Library (Natick)
Needham Free Public Library

Newton Free Library
Morrill Memorial Library (Norwood)
Randall Library (Stow)
Goodnow Library (Sudbury)
Waltham Public Library
Watertown Free Public Library
Wayland Public Library
Wellesley Free Library
Weston Public Library
Westwood Public Library
Winchester Public Library
Woburn Public Library

College Libraries (8 total)

Dean College - E. Ross Anderson Library
Framingham State University - Henry Whittemore Library
Lasell College - Brennan Library
MassBay Community College - Perkins Library/Learning
Resource Center
Mount Ida College - Wadsworth Learning Resource Center
Newbury College - Newbury College Library
Pine Manor College - Annenberg Library
Regis College - Regis College Library

Map of Public Libraries by Network (MLN and NOBLE)



	<u>MLN</u>	<u>NOBLE</u>
<i>Closest PL</i>	<i>Somerville (8.1 Miles)</i>	<i>Revere (3.63 Miles)</i>
<i>Furthest PL</i>	<i>Stow (35 Miles)</i> <i>Franklin (47.57 Miles)</i>	<i>Gloucester (33.53 Miles)</i>
<i>Center of Mass</i>	<i>Weston(20.47 Miles)</i>	<i>Peabody (14.9 Miles)</i>

Minuteman Pricing Year One

Annual Membership Fee:

Minuteman calculates annual member cost accordingly:

- Network Cost (35% of our fee): (35% of network cost, shared equally among all members)	\$12,843
- Usage Fee (35% of our fee): (11 simultaneous staff users) (Based on last year's circulation figures)	\$5,359 \$987
- Acquisitions Fee (30% of our fee) (number of items added to our database in the previous year)	\$4,777
- Database Fee (added onto above costs) (35% shared equally, 65% based on population)	\$1,797

Based on these factors, Minuteman estimates that our fee for FY 11 would have been **\$25,763**.

Start-Up Costs:

MLN Costs (passed on to new member from *Innovative Interfaces* for *Millennium ILS*)

- New Library Fee	\$10,000
- Staff User License (11 ea. @ \$1,500 per)	\$16,500
- Scope for OPAC (customization for our library)	\$1,950
- Data Load and Conversion	\$5,500
- Migration of circulation and patron history	\$5,500

MLN Costs (passed on to new member by MLN)

- Set up, training and documentation	\$8,000
- System Improvement Fund (per library at \$2,000)	\$2,000
- System Improvement Fund (for 11 staff licenses @ \$300)	\$3,300
- Database size (>100,000)	<u>\$6,000</u>

SUBTOTAL ESTIMATED MLN START UP COST: **\$58,750**

NOBLE cost (downloading catalog/patron data for transfer) \$800*

TOTAL FIRST YEAR COST ESTIMATE: \$85,313

* NOBLE cost is estimated only due to ongoing conversion to Evergreen library system. A more precise figure will likely be available after NOBLE migrates to Evergreen in January, 2012.

Comparative Costs (Minuteman vs. NOBLE) over Five Years

MINUTEMAN vs. NOBLE
COMPARATIVE COSTS & SAVINGS
OVER 5 YEARS*

<u>FISCAL</u> <u>YEAR</u>	<u>MINUTEMAN</u>	<u>NOBLE</u>	<u>DIFFERENTIAL</u>	<u>CUMULATIVE</u> <u>SAVINGS</u> <u>WITH</u> <u>MINUTEMAN</u>
2013	85,313	48,728	-36,585	-36,585
2014	25,763	48,728	22,965	-13,620
2015	25,763	48,728	22,965	9,345
2016	25,763	48,728	22,965	32,310
2017	25,763	48,728	22,965	55,275
TOTAL	188,365	243,640	55,275	55,275

* Assumes comparative annual costs will not increase significantly for either network

NOTE: FY 2013 Minuteman cost includes annual fee + startup costs + data migration fee from NOBLE to MLN

Analysis & Recommendation (6/7/2011)

Cost:

- MLN will cost less on a year-to-year basis – approximately half what NOBLE costs. Expect this trend to continue over at least the next three years.
- MLN startup fee is steep – \$58,750. Added to this will be the cost of extracting our data from NOBLE (Evergreen) – estimated by NOBLE to equal or exceed \$800. Funding of the startup cost can be broken up over the first two years, making each single payment less. However, the impact on library finances under even a two-year payment arrangement is considerable. It could take years to replenish vital discretionary funds.
- Town Manager indicates he may be willing to consider a bond to pay startup costs, but that we'd have to be able to guarantee a return on investment over three years. MLN is unable to do that to the degree a bond would require (nor can NOBLE for that matter).
- We have just over \$60,000 (more than half of it donated) available in the Hyde and State Aid funds. The startup cost would use up nearly all of that and leave us vulnerable to large expenses not covered by insurance, whether we paid it over one or two years.
- Given high startup cost and the need to self-fund it, **overall cost factors favor NOBLE.**

Services:

- While there are some differences in the overall service offerings, **there is no disparity in services that clearly favors one network over the other at this time.**

Geography:

- No common border with any MLN library. Shared border with Revere in NOBLE.
- MLN is largely a Metrowest grouping. NOBLE is largely a North Shore grouping.
- **Cultural identity and geographic considerations favor NOBLE at this time.**

The Future:

- Difficult to predict (of course).
- Automation networks are finding their current pricing models no longer work due to emergence of broadband Internet access (Comcast) and open source ILSs like Evergreen. I expect movement toward wider use of open source ILSs among networks in the future. This will support greater collaboration between networks and perhaps signal the end of the current model of current automation network models as possible economies of scale control or reduce pricing.
- **Uncertainty and possible future trends seem to favor retaining NOBLE membership.**

Summary: While projected savings over 3-5 years favor MLN, high startup costs make it difficult to support in the shorter term. Services available in both networks are largely equivalent. Future trends can be construed to indicate that the individual networks may lose their relevance and relative level of cost-effectiveness and that a more “statewide” model for delivery of automation services delivery may emerge, especially if one considers the economies of scale possible in such an arrangement. Thus, we may find ourselves paying a lot of money now to move from one network to another when the long term future of the current automation network model is, at best, uncertain.

Recommendation: Recommend we retain our NOBLE membership but continue to monitor the situation to include large changes in costs and emerging technological developments/trends.

- Alan M. Thibeault, Director