

Board Meeting of SAILS, Inc.  
August 15, 2007

PRESENT: Jayme Viveiros (Acushnet), Joan Pilkington-Smyth (Attleboro), Betty Gregg (Bridgewater), Maryellen Pettine (Bristol Community College), Denise Medeiros (Dartmouth), Ann Rust (Dighton), Jane Finlay (East Bridgewater), Carolyn Longworth (Fairhaven), Jerry Cirillo (Foxboro), Betsy Randall (Halifax), Nancy Cappellini (Hanson), Olivia Mello (Lakeville), Janet Campbell (Mansfield), Susan Berteaux (Massachusetts Maritime Academy), Danielle Bowker (Middleboro), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Melissa Campbell (Plainville), Bonnie Mendes (Somerset), Beth Smith (West Bridgewater)

President Jerry Cirillo called the meeting to order at 10:05am.

Secretary Jayme Viveiros conducted the roll call.

Melissa Campbell (Plainville) made a motion to approve the minutes of the previous meeting. Danielle Bowker (Middleboro) seconded. Approved unananimously.

**Treasurer's Report: Warrant 02.02.08**

Nancy Cappellini (Hanson) gave the Treasurer's report. Robin Glasser (Norfolk) made a motion to accept the report as given. Ann Rust (Dighton) seconded. All in favor, motion accepted.

**FY08 YTD Report**

Debby Conrad reports that Accounts Receivable is approx. \$600,000 – which represents network assessments that should be in hand by the end of September. We are still running slightly over because of the additional funds received from the MBLC.

**Report of Performance of FY07 Investments**

Debby Conrad gave a summary report of the investments with Eastern Bank. She also explained the logistics of investing in the bond market – interest expenses are incurred as we move from money market to investments. This relationship has profited the network; we are ahead of what we budgeted for interest revenue. 57,678.71 (Total Received) 33,000 (Budget). The higher rate of interest has helped to cover expenses for telecommunications.

**OLD BUSINESS**

**Directors Station – Proposal from Sirsi**

There is money in the FY08 budget to purchase the Director's station, which is a web-based tool that provides a user-friendly way to access the statistics generated from the Sirsi system. Debby would like a customer service representative to give a demo of the product in September. A discussion of the options for implementing Director's Station followed.

Hardware: The original idea was to have Sirsi host the service. However, Debby has also explored the option purchasing only the Director's Station software and running it on our own

hardware. The current web server will be out of service contract in November. If we were to purchase a more robust server, with a partitioned hard drive, it could house both services. Debby presented 2 proposals for servers from Sirsi. A Level 3 server is appropriate for our needs, although it is not necessary to purchase the equipment from Sirsi. Dell offers equivalent equipment for approx. \$6000, for a savings of about \$3000 over Sirsi.

Bonnie Mendes (Somerset) made a motion to approve the purchase of a server as proposed by Debby. Frank Ward (North Attleboro) seconded. All in favor, motion accepted.

Software: Director's Station, a web-based service, requires purchasing software that allows for simultaneous users. Standard templates could be created for directors to access, or SAILS would run reports for individual libraries upon request. Libraries would also potentially have the option to purchase a "seat". Additional seats cost \$2, 150. This product is applicable for all the SAILS members, not just the public libraries. Director's Station does not replace the standard Sirsi reports, but instead takes the statistical reporting available to the next level.

Frank Ward (North Attleboro) made a motion to approve the purchase of the Director's Station Software – 3 user seats. Melissa Campbell (Plainville) seconded. All in favor, motion accepted.

A discussion of the timeline for implementing Director's Station followed. One time costs are already in the budget – the maintenance fee will come out of the annual operating budget. Training on Director's Station will be available.

### **Status of Java Client implementation**

Bob Demanche reported that 24 libraries are running the Java Client. SAILS held a roundtable on August 2<sup>nd</sup>, which attendees felt was helpful. More roundtables will be planned in the future. Comments have been sent to Sirsi regarding functionality of the product.

Kristen Slater reported that 9 libraries are cataloging using the Java Client. She has done 6 training sessions in 2 weeks. Users have said that they like the product. Serials training will be conducted on November 14<sup>th</sup> and December 6<sup>th</sup>.

### **Timeline for Packeteer Implementation**

The hardware will be installed on August 27<sup>th</sup>. Libraries should expect about 3 minutes of downtime. The product will be in "discovery mode" for 2-3 weeks. It will show what kind of traffic there is on the network. Decisions on traffic priorities will be made by mid-September, to be re-evaluated by October 1<sup>st</sup>; we may still need to add another internet line. Laurie will attend training on Packeteer.

### **Overdrive**

Business cards have been sent to libraries to promote the Overdrive collection. There are 1000 titles, with about 700 circulations per month. Laurie will be conducting on-site training to educate staff about what Overdrive is and how it works. The SAILS website has technical information about the service. MP3 players will be offered as raffle prizes for people who attend a training session. Directors should contact SAILS for training.

## NEW BUSINESS

### **PC Support Program Study Group**

As a follow-up to the Director's Survey, a committee has been formed to reexamine the PC support service. This service has changed focus over time and expectations have moved beyond what the current staffing and budget can support. The committee, comprised of both subscribers and non-subscribers of PC Support, will explore the issues, including how this service works in other networks and how it should operate in SAILS.

Committee members: Ann Rust (Dighton), Debbie Batson (Plympton), Robin Glasser (Norfolk), Denise Medeiros (Dartmouth), Jerry Cirillo, Chair (Foxboro).

### **FY06 Automated Resource Sharing Networks – How SAILS Compares**

Debby gave a PowerPoint presentation that summarized the data from the MBLC statistical report for Networks, which included information about operating income, expenditures, network transfers, staffing and operating income. SAILS is the 2<sup>nd</sup> largest multi-type network.

### **SirsiDynix proposal for Web-based Client for K-12 members**

The schools need a simpler model than the full Java Client. They are currently running on the VPN, which causes problems on the user-end. This new client is browser based and provides a secure connection, which does not interfere with the firewall. It also doesn't require any special software to be installed. This web-based client offers a better alternative to our school members; we would be investing in the long-term health of the network.

Frank Ward (North Attleboro) made a motion to issue a P.O. for purchase of the web-based school client. Bonnie Mendes (Somerset), seconded. All in favor, motion accepted.

### **Directors Survey**

The Directors Survey is still active; another invitation to complete it will go out soon. The Budget Committee, SAILS Staff and the PC Support Program Study Group hope to use the feedback from the survey.

### **Executive Director's Report**

Debby Conrad presented a summary of her report.

Melissa Campbell (Plainville) made a motion to adjourn. Frank Ward (North Attleboro) seconded. All in favor, motion accepted.

### **Adjournment**

Meeting adjourned at 11:35am.

Respectfully submitted,  
Jayme Viveiros