

Members meeting of SAILS

August 20, 2008

Present: Jayme Viveiros (Acushnet), Betty Gregg (Bridgewater), Carole Julius (Carver), Denise Medeiros (Dartmouth), Manny Leite (East Bridgewater), Madeline Holt (Easton), Carolyn Longworth (Fairhaven), Keith Stavely (Fall River), Jerry Cirillo (Foxboro), Betsy Randall (Halifax), Nancy Cappellini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Frank Ward (North Attleboro), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Deborah Batson (Plympton), Eden Ferguson (Raynham), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Beth Smith (West Bridgewater), Sue Branco (Westport); Debbie Conrad, Laurie Lessner, Bob Demanche, Kristin Slater – SAILS.

President Melissa Campbell called the meeting to order at 10: 05 a.m.

Secretary Gail Roberts conducted the roll call.

Danielle Bowker (Middleboro) made a motion to accept the minutes of the previous meeting. Janet Campbell (Mansfield) seconded. Approved unanimously.

Treasurer's Report: Debbie Conrad gave the treasurer's report. She reported that she is holding off moving money because rate of return is too low. There is a new liaison at Eastern Bank, and they have a meeting scheduled first week of September, where they will look at cash situation, and will look at a socially conscious selection of stocks. Debbie will have a report for September board meeting.

Warrant 02.2.09

FY09 – final financial reports

Debbie reported that she needs to have practical working budget for FY09 to enable her to formulate a budget for FY10. Some changes have been made in expenses and the bottom line has changed. The excess can be used as matching funds for grant, or for reserves. Frank Ward (North Attleboro) made the motion to approve the FY09 budget revisions; Danielle Bowker (Middleboro) seconded. Approved unanimously.

Old Business

User Experience Grant:

Amount: \$94000

Timeline: grant begins Oct. 1, 2008. Debbie will work with the PUBPAC committee, with user and nonuser volunteers, and focus groups. She will also be surveying staff and directors, and requesting RFIs from vendors of products that might be useable. Ibistro might be the underpinning, however the content might come from another vendor. SIRSI has submitted a cost summary for a new Ibistro server. However, Debbie is questioning some of the costs, and will be contacting SIRSI for more information, as some of the costs listed were not in the original proposal. Frank Ward (North Attleboro) made a motion that we set a spending ceiling of \$16, 720; Bonnie Mendes (Somerset) seconded. Approved unanimously.

Database enrichment – Accelerated Reader

Kristen reported that the records loaded and will be updated with new titles monthly. Laurie gave a demonstration of the Accelerated Reader tab on the test server. There will be a way to search from Workflows under the General tag. Laurie will send out instructions on how to search Accelerated reader on Workflows.

Status of Web client Installation –

Debbie is not totally happy with how this installation is going. The initial installation was poorly performed, there were miscommunications, problems connecting to the test server, etc. It is now on the production server. This product is useful for small elementary schools, and is an inexpensive product. Debbie has written about her concerns to SIRSI.

Proposal from Landlord – Debbie showed us the two proposals that the landlord has made. The first proposal has SAILS paying for the HVAC; the second has the landlord covering that expense, but has the overall costs increased to cover this. Debbie will call the company that maintains our HVAC and get their opinion. She is of a mind to take a chance on our system and accept the first proposal with a three-year lease. She wants to look for a new space in 2010, and will give the landlord her decision by Sept. 1.

New Business

MBLC Hearings

The Legislative Committee will meet after this meeting to devise ways to reach out to the state government, in light of the Governor's line-item budget reduction on the library networks. The MBLC has scheduled two hearings, one in Springfield and one in Watertown and is looking for verbal or written input. Laurie demonstrated a page that will be going up on SAILS' public website soliciting patron comments on the budget cuts. The patron comments will then be submitted to the MBLC as part of the public record. It is hoped that hearing from the public at large will have more impact with the Lieutenant Governor.

Document scanning center at the Boston Public Library –

Kristin Slater got a tour of the Document Scanning Center run by the Boston Library Consortium and housed at the BPL. The scanning center takes digital photos of the documents at a cost of \$.10 per double spread page, and \$.30 for larger foldouts. The method they use does not harm or destroy the documents. The Document Scanning Center is available for anyone to use, and documents can be dropped off at the BPL, or sent through the delivery. Kristin will be happy to help with projects.

Directors Station Users Group

Bob Demanche has done Directors Station trainings at 19-20 libraries, but Debbie feels the site is being under-utilized by the directors. She is proposing the formation of a Directors Station Users group that will have its first meeting after the September members meeting. The users group can be a user or support group, and can have demos on how to use Directors Station to create reports for a variety of uses.

Step increase for Kristin Slater

Debbie brought her proposal to the Personnel Committee where it was approved. She had wanted to do it last year, but waited to see what the financial situation would be. Beth Smith (West Bridgewater) made the motion to give Kristin a step increase; Melissa Campbell (Plainville) seconded. Approved unanimously.

Advanced training

Debbie would like to register for a Unicorn Application Programming Interface training taking place at the end of October. This training will give her a better knowledge of how SIRSI runs. The motion to pay for the training was made by Eden Ferguson (Raynham) and seconded by Nancy Cappellini (Hanson) Approved unanimously.

SAILS Public Website redesign

Debbie wants to hire someone from outside to do redesign. She will get proposals and let us know at another meeting

Other –

There was a card for Judy Wallace.

Workflows slow at opening and first time you click on a wizard. Debbie explained that this is a function of Java and policy files and happens to everyone.

Recycling: does anyone have a policy? Most people use their towns' systems. Question about using the preprinted slips.

Delivery: consultants who did study are going to submit their recommendations in October.

Debbie wants out of state fee policy all straightened out by October 1, which will be the starting date for setting fees.

Executive Director's Report

Debbie gave a summary of her report.

Adjournment

Motion to adjourn, Danielle Bowker (Middleboro) made a motion to adjourn; Nancy Cappellini (Hanson) seconded. Approved unanimously.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Gail Roberts
Secretary