

Minutes of Membership Meeting of S.A.I.L.S., INC.  
Lakeville Public Library  
4 Precinct St.  
Lakeville, Massachusetts, 02347  
August 21, 2013  
10:00 a.m.

Meeting was called to order by Frank Ward at 10:00 a.m.

Roll Call- Nancy

Libraries in attendance: Kathleen Hibbert (Attleboro), Vicki Dawson, (Berkley), Robert Rezendes (Bristol Community College), Amy Shepardson, (Carver), Lynne Antunes (Dartmouth) Jocelyn Tavares (Dighton), Manuel Lopes (East Bridgewater Public), Carolyn Longworth (Fairhaven) , Laurie Cavanaugh (Halifax), Nancy Cappellini (Hanson), Olivia Melo (Lakeville), Barbara Sheffield (Mansfield), Susan Pizzolato, Elizabeth Sherry, (Mattapoisset ), Danielle Bowker (Middleboro), Robin Glasser, (Norfolk), Frank Ward (North Attleboro), Deborah Wall (Pembroke), Gail Roberts (Rochester), Cyndee Marcoux (Seekonk Public), Cynthia St. Amour (Swansea), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport).

Minutes of previous meeting:

Motion to Approve : Danielle Bowker

Motion seconded: Olivia Mello

Approved unanimously

Treasurer's Report

Warrant 01.02.14

Motion to Approve : Nancy Cappellini

Motion seconded: Mellisa Campbell

Approved unanimously

FY14 YTD Report

Debby gave an overview of beginning of Fy14. Ginny and Debby created a spreadsheet to make expenses clearer. Audit will be conducted and will be presented to the Board when complete.

Old Business

Smart Pay is working well to those libraries that are using it. Debby indicated that she would be willing to discuss how this works with Trustees, and Town Officials if needed. The offer for SAILS to pay the first 90 days ends on September 30<sup>th</sup>.

SaaS Migration

Sirsi Dynex will be moving SAILS data to their hosted server September 16-19. We will be offline however we are not using off-line circulation. Sirsi-Dynex is setting up Bridge on our existing production that will allow staff limited access to the system.

- Items can be checked in and out.
- Notices will not be sent out
- Reports will not run.
- Holds cannot be placed.
- Items will be flagged to fill holds but hold notices won't be sent out until we are back online.
- Items can be put in delivery.
- New patrons can be created but with limited data entry. The records will have to be updated
- After we are back on line.

- There will be no cataloging or acquisitions. No item data entry.
- Patrons will have no access to their accounts so Enterprise will be for searching only. They will not be able to place holds or renew items.
- SAILS has marked all libraries closed during these dates so nothing should fall due during the conversion.

Sails will be conducting webinars for staff to explain what they will be able to do. Every library should be sure to have staff attend one of these webinars. Webinars begin September 5. Dates and times are posted on the SAILS calendar. Preregistration is required.

#### Website hosting

Laurie has connected with all libraries for transferring of their web site hosting. All of this should be completed by the end of September.

#### Enterprise cut off of iBistro

After September, iBistro server will not be available. Everyone needs to be using Enterprise. A survey link is up on the website. Patrons do not need to change pin. A suggestion from Enterprise is to put SAILS newsletter tips on your website. Appointments can be made for training of using Enterprise. Use your library's website to enter Enterprise, not SAILS.

#### SAILS move

The moving process will begin on September 9<sup>th</sup>, with installation of new service panels and server racks. The actual move to the new location will take place over the Columbus Day weekend. Looking to be moved by October 18<sup>th</sup>. Will be kept posted when connectivity is limited during the moving process. Looking to have library photos completed and set up in new location. Will have an open house in November.

#### Virtual Catalog

Debby has sent out a list of overdues and old items. Each library is listed, so they may clean up their items. No other changes will be made at this time to Virtual catalog. Waiting for NCIP to be installed and functional sometime after SAILS moves to SaaS. New interface should be available in early 2014.

#### New Business

E-resource central is a new product that SIRSI is working with vendors on obtaining. What it does is accesses the metadata out of overdrive and adds electronic resources to your library. More info will be available at a later date.

Laurie attended the Overdrive Digipalooza. Overdrive continues to look at ways to make service better. Laurie reminded all that training on using overdrive is available and hopes libraries will utilize this training.

#### Network Comparison

Debby handed out a network comparison. The network comparison will be sent out for info to towns and trustee boards. SAILS is the least expensive network and as evident from the data continues to offer a great value of service. Will continue to watch trends for the next couple of years.

SAILS wiki- Ben reported that use of the SAILS wiki is low. Gave instructions on how to utilize this product. Was created at the request of the network libraries. Will continue to monitor future use.

Ben also gave a Symphony overview for directors, outlining what the codes mean and how they work.

Online registration was discussed and there seemed to be an increase in patrons creating an online card instead of using their present card. Libraries should continue to monitor this and get rid of the online card when patron comes in.

It was noted that User cat 5 has favorites; however Enterprise does not support this. Patrons may choose to opt out of receiving Favorites notifications. Usercat5 needs to be updated to NOFAVS.

Phone notification is available in English and Spanish and presently working on adding Portuguese for larger libraries.

Discussed communicating between libraries regarding barred patron. It was noted that it is acceptable to put a note in the patron's record.

In this new fiscal year, SAILS will be redesigning website, redoing the policy manual, creating a new strategic plan and tech plan. This will take place once the move is complete.

Manny Lopes made a motion to adjourn.

Danielle Bowker seconded the motion.

Voted unanimously to adjourn at 12:15 p.m.

Submitted by Nancy Cappellini