

Board Meeting of SAILS, Inc.  
February 20, 2008

PRESENT: Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), Betty Gregg (Bridgewater), Denise Medeiros (Dartmouth), Carolyn Longworth (Fairhaven), Paula Cullen (Fall River), Jerry Cirillo (Foxboro), Betsy Randall (Halifax), Nancy Cappellini (Hanson), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Melissa Campbell (Plainville), Eden Ferguson (Raynham), Sharon St. Hillaire (Seekonk), Bonnie Mendes (Somerset), Beth Smith (West Bridgewater)

President Jerry Cirillo called the meeting to order at 10:06am.

Secretary Jayme Viveiros conducted the roll call.

Melissa Campbell (Plainville) made a motion to approve the minutes of the previous meeting. Nancy Cappellini (Hanson) seconded. Approved unanimously.

**Treasurer's Report: Warrant 08.20.08**

Nancy Cappellini (Hanson) gave the Treasurer's report. Melissa Campbell (Plainville) made a motion to accept the report as given. Bonnie Mendes (Somerset) seconded. All in favor, motion accepted.

**FY08 YTD Report**

Assets: The notes which will fall due will be rolled over, when possible. We were seeing a 4% returns, however, the Federal Reserve lowered the prime interest rate, which has had a negative impact on returns. We will be lucky to see 2%, except in the longer term note (McDonalds – 6%). If we continue to see a decline, we will have to renegotiate how we are managing the money because of management fees. We did receive 25% of the money due from the state, which has been deposited into our savings account. Expenditures: We are waiting on the invoice for the HVAC work. Debby will wait until the March meeting to request a budget transfer from reserve funds to raise the bottom line. No estimate from Sirsi for maintenance.

**Committee Reports**

*PubPac*

Laurie reviewed the results of the patron survey – 2,600 responses. Most of the things patrons “want” to be able to do, they already can – it's just a matter of educating them

*Personnel*

*The following recommendations were submitted to the Board by the Personnel Committee. All were approved.*

1. Select the Harvard Pilgrim plan with the higher co-pays but lower premium – AFFORDABLE HMO 20
2. Implement a tiered plan for SAILS contribution to health insurance – 70% for single coverage and 50% for family. (this is a return to a policy we had prior to 2000)
3. Staff members who do not participate in the Health Plan receive an annual one-time payment to their retirement account. The amount of this one-time payment to be determined by the Personnel Committee and approved by the Membership.
4. Health Insurance is available for employees working 30 or more hours per week. It currently is for 19 hours or more which is a requirement for towns but not private organizations. We could easily have someone work 20 hours week and have it cost more for their health insurance than what they make in salary.
5. That we do not have a COLA for the top tier employees this year (over \$50,000) but do a 1.5% COLA for the 2<sup>nd</sup> tier employees. All employees will have a 3% step increase.

## OLD BUSINESS

### **Director's Station**

Although SAILS staff has been using DS, they have not been able to set up the individual libraries with logins, templates, etc. They are tracking the kinds of requests they are getting for information and using it pull data for people doing particular projects. DS should replace the need to run unicorn reports in the long run.

### **Meeting Room HVAC**

The unit has been replaced – and is working much more efficiently.

## NEW BUSINESS

### **Internet Service Interruptions**

SAILS fell victim to a denial of service attack. Debby worked with Lantel to identify the party responsible. The activity stopped after SAILS contacted the company.

PacketShaper update: The biggest “offender” monopolizing the bandwidth are the Symantic Updates; we have a corporate license for this product so SAILS hopes to work out another way for computers on the network to access these updates instead of going out to the internet. Debby hopes to put together an advisory committees to look into these issues, as there are far more libraries accessing SAILS via VPN than she was originally aware of. This VPN service is too costly – it takes up a great deal of bandwidth.

### **Free Newspaper Archives**

After further investigation, it was discovered that this is not truly a free service and is not recommended. The state has options available to patrons.

### **Eastern Bank Grant**

SAILS applied for another grant from Eastern Bank; we are eligible for up to \$5,000, which will be used to supplement the Overdrive collection with additional popular titles, or downloadable videos that are not available from “on demand” systems, such as PBS, Frontline, Nova, etc.

### **Bridgewater Request**

The Friends of the Bridgewater Public Library would like to establish a collection of popular materials for Bridgewater residents and have requested an exemption from filling holds. Walter Stitt (Attleboro) made a motion to accept the request from Bridgewater to establish a collection exempt from filling holds. Frank Ward (North Attleboro) seconded. All in favor, motion accepted.

### **Executive Director’s Report**

Debby Conrad gave a summary of her report.

Nancy Cappellini (Hanson) made a motion to adjourn. Bonnie Mendes (Somerset) seconded. All in favor, motion accepted.

### **Adjournment**

Meeting adjourned at 11:15am.

Respectfully submitted,  
Jayme Viveiros