

Board Meeting of SAILS, Inc.  
January 16, 2008

PRESENT: Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), William Schneller (Berkley), Betty Gregg (Bridgewater), Carole Julius (Carver), Denise Medeiros (Dartmouth), Ann Rust (Dighton), Manny Leite (East Bridgewater), Madeline Holt (Easton), Carolyn Longworth (Fairhaven), Keith Stavely (Fall River), Jerry Cirillo (Foxboro), Dorothy Stanley-Ballard (Freetown), Betsy Randall (Halifax), Nancy Cappellini (Hanson), Olivia Mello (Lakeville), Janet Campbell (Mansfield), Judy Wallace (Mattapoisett), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Ann O'Leary (New Bedford Schools), Robin Glasser (Norfolk), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batsen (Plympton), Eden Ferguson (Raynham), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Kevin Lawton (Swansea), Beth Smith (West Bridgewater), Sue Branco (Westport)

President Jerry Cirillo called the meeting to order at 10:09am.

Secretary Jayme Viveiros conducted the roll call.

Melissa Campbell (Plainville) made a motion to approve the minutes of the previous meeting. Mendes (Somerset) seconded. Approved unanimously.

**Treasurer's Report: Warrant**

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

**FY08 YTD Report**

We are half way through the fiscal year. No payment for the telecommunications reimbursements or resource sharing monies from the state has been received yet. There is some concern that the state will try to modify the contracts, as they have done this in the past. Commercial paper has earned 5% interest; there are 2 notes coming due – Debby will roll one over and deposit the other into the checking account. Some line items in the budget (travel, printing) will need adjusting. Debby will wait until the final quarter to make these adjustments, once some of the big expenses are out of the way. Other income is about \$8,000 more than last year at \$32,000. The reserves are stable.

**Committee Reports**

*PubPac*

The committee will conduct a survey of patrons who use the OPAC in order to determine the current usability and future direction of the OPAC, including what features patrons use most or what they would like to see. The survey will run for 3-4 weeks. The group briefly discussed the option of turning on the “borrowing history” feature of the system; the committee will include a question about this on the survey.

#### *Circulation Policy Committee*

The committee presented policy recommendations regarding Teacher Cards, Damaged Items to Fill Holds, Privatization Option, Online Patron Registration, Out of Network Cards, PINs for Self-Check, Altering Another Library’s Materials, Volunteers at the Circ Desk, and Following Network Procedures (see packet for details). Danielle Bowker (Middleboro) made a motion to approve the policy recommendations as given. Ann Rust (Dighton) seconded. Approved unanimously. Procedures will follow.

#### OLD BUSINESS

#### **C Client Support**

Except for school members, the cut-off date for support for the C Client will be Feb. 29<sup>th</sup>, unless the library has not yet been trained in Java Client.

#### **K12 WebClient**

A letter was sent to the sales representative at SirsiDynix to withdraw the purchase order for the K12 WebClient. The product is not in general release. Timing was a factor in making this decision, as training would have been scheduled right at the end of a school year. Debby also hopes to get more information about the product at the next users group.

#### **Inventory**

SAILS has purchased a number of inexpensive laptops to loan to members who wish to conduct inventory of their collections. The entire collection does not need to be done – it can be limited to home location. Taunton High Schools have had success with the new method of inventory.

#### **Decertified Libraries**

Several libraries in the network have applied for waivers from the MBLC. SAILS will still offer services to these libraries, as they are in good standing with the network. Each library’s Board of Trustees, on the other hand, must decide whether or not their library will provide services to decertified libraries. The patron profiles for the residents of decertified communities will be changed, no matter where they got their card. The card will not be honored if the library has decided not to provide services, and that library’s items will not be flagged to fill holds. SAILS will run a nightly report to change the profile any patrons whose records contain the zip code of a decertified community to “Decertified”.

**Internet Bandwidth**

SAILS is still working to solve the problems with the bandwidth. Laurie showed a graph of the weekly traffic, both incoming and outgoing. There are still times when we are hitting full capacity.

**NEW BUSINESS****Staff Training**

Laurie and Bob have been working on staff training needs. A “start-up” training will be required for all new hires.

**New Release**

A new release is possible for the 3<sup>rd</sup> week in June, but no sooner. Debby wants to avoid summer reading program, but get it in before the beginning of the new school year. New features will include the “family card” option.

**Eastern Bank Grant**

SAILS hopes to supplement the OverDrive Collection with these monies; it is up for further discussion.

**Executive Director’s Report**

Debby Conrad gave a summary of her report.

Nancy Cappellini (Hanson) made a motion to adjourn. Carole Julius (Carver) seconded. All in favor, motion accepted.

**Adjournment**

Meeting adjourned at 11:35am.

Respectfully submitted,  
Jayme Viveiros