

## SAILS BOARD MEETING

547 West Grove Street, Middleborough Massachusetts 02346

January 18, 2012

10 A.M.-12 P.M.

**Present:** Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), William Schneller (Berkley), Sean Daley (Bridgewater), Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Madeline Miele Holt (Easton), Laurel Clark (Fall River), Jerry Cirillo (Foxboro), Debra Dejonker-Berry (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Judith Kleven (Marion), Susan Pizzilota (Mattapoisett), Danielle Bowker (Middleboro), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Debby Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Peter Fuller (Seekonk), Bonnie Mendes (Somerset), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Ben Phinney, Kristin Slater, Greg Simon, Laurie Lessner, Debby Conrad (SAILS).

### **Call to Order**

President Beth Smith called the meeting to order at 10:10 AM.

### **Roll Call**

Secretary Eden Fergusson conducted the roll call.

### **Approval of Minutes**

Melissa Campbell (Plainville) made a motion to approve the minutes of the previous meeting. Robin Glasser (Norfolk) seconded. The minutes were approved unanimously.

### **Treasurer's Report**

#### *Warrant 07.1.12*

Olivia Melo (Lakeville) moved to accept the warrant. Debby Wall (Pembroke) seconded. The motion was accepted.

#### *FY12 Financial Reports*

Debby reviewed the Income Statements and Balance Sheet. She reported that SAILS has received the first part of the MBLC resource sharing money, and that the second half will arrive in May. There will be a need to transfer money between line items in March. SAILS health insurance and DET will be slightly over budget. She also reported that health insurance for FY13 will be only 1% higher.

### **Committee Reports**

#### *Voice Notification Committee*

The Committee recommended to the Membership that the Sirsi Voice Automated System be selected for both outgoing and incoming notifications. Debby reviewed the process of gathering data and information to investigate the feasibility of voice notification, and the costs associated with various options the committee considered. Discussion followed with members raising questions about the pros and cons of the options. Melissa Campbell (Plainville) made a motion to move forward with the Sirsi Voice Notification System. Frank Ward (North Attleboro) seconded. The motion was approved unanimously. Bonnie Mendes (Somerset) made a motion for Debby to move ahead with both outbound and inbound voice notification. Laurel Clark (Fall River) seconded. The motion was approved.

## New Technology Advisory Committee

- **Bookmyne Mobile App.**  
Laurie reported that the Bookmyne Mobile App is now available now for both Android and Apple iPhone, iPad and iPod devices, and can be downloaded from Apple Stores and Android free apps. SAILS will provide a press release and links to information about Bookmyne. SAILS will also develop training for using the app.
- **Technology Plan Surveys.**  
Debby reminded members to complete the Technology Plan survey if they have not already done so. She also asked that staff complete the staff competencies survey. She stressed the importance of this information for developing the technology service plan.
- **Digital Collections Advisory Committee**  
Kristin demonstrated the Omeka site for hosting libraries' unique digital content. The system is compatible with the Digital Commonwealth collection.

## Old Business

### *Policy regarding out of state patrons –*

Debby reviewed the SAILS policy regarding service to out-of-state patrons that was adopted in 2008 and stressed the importance of compliance.

### *Google Apps for Nonprofits – replace SAILS email system (status)*

Debby reported that SAILS will do internal testing on Google Apps for Nonprofits and will report back to the membership at a future date.

### *Wiki*

Debby asked members to add information to Wiki.

### *Overdrive collection usage trends*

Debby reported on the exploding demand of the OverDrive collection. Discussion and questions about usage and e-book demand followed. Several questions were discussed related to the limited budget for e-books, since SAILS is over expended for FY12, and the restricted selection of titles – do we want to venture into Harper Collins with its circulation limit? Debby Wall (Pembroke) made a motion to increase the OverDrive assessment for this fiscal year by a half of a percent. Olivia Melo (Lakeville) seconded. The motion passed unanimously. Danielle Bowker (Middleboro) made a motion to purchase Harper Collins titles for OverDrive. Olivia Melo (Lakeville) seconded. The motion was approved unanimously. Debby reviewed other options for providing e-books, such as Recorded Books – audio only, 3M Cloud and Baker and Taylor.

## New Business

### *Disaster Plan*

Susan Pizzolato (Mattapoisett) made the motion to accept the SAILS Disaster Plan. Olivia Melo (Lakeville) seconded. The motion passed.

### *SAILS Public Website*

Laurie reported that the website advisory committee will meet next week.

### *Workflows Release 3.4.1*

Debby announced that an update to Workflows will probably take place in the late spring, and that it will offer several new features..

*Acknowledgement of contributions of Walter Stitt and Paula Costa Cullen to the SAILS network. Beth Roll Smith made the following remarks:*

*Today we are honoring the accomplishments of Walter and Paula. Walter has been the director of the Attleboro Public Library for 32 years. He was a founding member of the ABLE Library Network. His library hosted ABLE prior to its move to Middleboro. Walter has been a visionary, supporting and encouraging the library network to expand its services. His focus has always been on providing excellent customer service to all of the library users throughout Southeastern Massachusetts.*

*One could say that Paula grew up at the Fall River Library, beginning her career there as a library page. During the 26 years she worked in Fall River she held a number of positions - a Library Assistant in circulation -- an assistant in Reference -- Head of Reference -- Assistant Administrator -- and finally Administrator. She worked closely with library staff and administrators during the library's transition to SEAL and then SAILS. She was also very involved in the building renovation.*

*On behalf of the all of the directors and staff of the SAILS I would like to thank both Walter and Paula for their many contributions to the success of the network. Many thanks for all you've done for us Paula and Walter and best of luck for a long and happy retirement.*

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

Debby reported that the Virtual Catalog RFP committee has finalized its document, and pending the approval of the Governance Committee and response from vendors, the contract is scheduled to be awarded in late summer.

### **Adjournment**

Danielle Bowker (Middleboro) moved to adjourn the meeting. Olivia Melo (Lakeville) seconded the motion. President Beth Smith adjourned the meeting at 12:15 PM.

Respectfully submitted,  
Eden Fergusson