

BOARD MEETING OF S.A.I.L.S., INC.
547 West Grove Street, Middleborough Massachusetts 02346
January 16, 2013 10 A.M.

MINUTES

Meeting called to order by Deborah Wall at 10:05 a.m.

Roll call – Gail Roberts

Libraries in attendance: Jayme Viveiros (Acushnet), Joan Pilkington-Smith (Attleboro), Brian Avery (Attleboro), Bill Schneller (Berkley), Sean Daley (Bridgewater), Carole Julius (Carver), Lynn Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Kathy Harney (Foxboro), Laurie Cavanaugh (Halifax), Nancy Cappellini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Judie Kleven (Marion), Sue Pizzolato (Mattapoisett) (phone), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford)(phone), Ann Oleary (New Bedford Schools)(phone), Frank Ward (North Attleboro), Lee Parker (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Gail Roberts (Rochester), Bonnie Mendes (Somerset) (phone), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Mary Tobichuk(Wrentham)(phone); SAILS staff: Debby Conrad, Laurie Lessner, Kristen Slater, Ben Phinney, Ginny Berube

Approval of minutes of preceding meeting. The motion was made by Frank Ward (North Attleboro) to accept the minutes. Laurel Clark (Fall River) seconded. Approved unanimously.

FY13 Treasurer's Report

Warrant 05.1.13 – presented by Olivia Melo (Lakeville); seconded by Frank Ward (North Attleboro). Approved unanimously.

FY13 YTD - Not much to say about balance sheet and expenses. We received the full first half of the money from the State despite a 1% departmental cut to MBLC. Debby also presented a report from the trust company about the investments. She had a conference call on Monday. All funds are currently invested in bonds, some short-term, some long-term. Some money is invested in low interest, short term funds to pay for the moving expenses. Debbie will recommend that any funds left over from moving be invested in something other than bonds. The investment team will be at the May members meeting.

Committee Reports

Overdrive advisory committee report

When we first went with Overdrive, we didn't have so many titles available, so we kept the loan period short. There have been some complaints that two weeks is not long enough for some longer books. Debby recommends that we add a three-week option to bring us in line with other consortia. Ebooks can be returned early. Publishers won't allow renewals. Motion to accept: Danielle Bowker (Middleboro); second: Debbie Batson (Plympton). Approved unanimously.

Old Business

Patron notification – final report. What's next?

Ben Phinney presented his report on the Patron Notification project. Most respondents are satisfied with notification system. It has been very easy for SAILS to manage. The patrons mostly satisfied. From the network perspective, it has been very successful. We haven't been able to implement the Portuguese option yet; it needs to be recorded. Implementation will concentrate on cities with a sizeable Portuguese population. Libraries are still getting three part notices for the bills, though we may be looking at two options. Assumed Lost reports are emailed to libraries and those can be printed and sent to patrons instead of three-parts. Or SAILS can get a laser printer. Either way, there will be no more mailers

in the near future. Patrons needing to be updated: SAILS can run a report for patrons that should have been updated but were not done correctly. Libraries who opted not to have voice notification can change their minds with no fee.

Gmail migration

Ben Phinney gave his report. All libraries have been migrated to gmail. Access to World Client will continue for another week, and will be dropped after Martin Luther King Day. Responses to the survey were overwhelmingly positive. Any negative responses were used to troubleshoot problems.

Enterprise

Laurie Lessner gave an overview of the project. She and Debby encouraged staff to use it and get familiar with it. Training will begin at the end of the month, A big publicity push will start in February, with business cards and posters, both including the URL and a QR code. The publicity will emphasize how everything is being simplified, including the Overdrive interface. Login will be put on ecatalog. We will be dropping ecatalog in August. Currently, Enterprise does not enable patrons to save Favorites, but they can set up an RSS feed for their favorite authors or topics.

Directors Station

SAILS has bought a new server. SIRSI is working on it this week, and is loading the latest version of DS. Training in the new software will be web-based. Current templates will not carry over. Data will go back to 2005. DS will be available for use by end of January, first of February. Right now, directors can get reports by filling out a request.

Relocation of SAILS Office-notification of intent to move. Options.

Debby spoke to the landlord informally, and will send a formal letter soon stating the network's intent to move at the completion of its current lease. She is looking for less square footage, so will be getting rid of office equipment and furniture later. The moving committee will discuss what will be moved. SAILS will leave this space by the end of October.

Legislative Breakfast

Invitations went out to legislators and RSVPs are being received. If nothing has been heard from your legislator, you will be contacted so that you can invite them personally. The committee is short on cash so donations are still being accepted. Feb. 8, 8:00 at Lakeville PL. Lakeville cable access will film the program and can give a disc to attendees to take to their local cable stations.

Other business: Janet Campbell (Mansfield) is retiring. Nancy Cappellini (Hanson) and Denise Medeiros (Wareham) both offered to take her position. Nancy won the flip of the coin, will take Janet's place on the Board. Janet's retirement luncheon is at the Fireside on Feb. 20. \$20 for lunch and gift, cash or check (made out to SAILS, put your meal options in memo space).

Demonstration of Smart-Pay – Comprise representative. Adjourn temporarily, 11:09 a.m..

Reconvene 11:59 a.m.

Discussion of Ecommerce options

There are currently three options:

PayPal – patrons can use their own account or set up their own account. Fees are taken out of payments, SAILS sends out checks. Does not handle donations.

Envisionware – we have to set PCI and Merchant account, plus an annual fee. Not a choice.

SmartPay – monthly fee per library, but they take care of all legal fees. Libraries can add a payment processing fee to help cover added costs. Better accounting. Setup fees will be waived. Can collect donations.

Debby asked us to look at all pertinent information, including ecommerce committee report, and get back to her with questions. She will try to get answers. Choice is between PayPal and SmartPay.

New Business:

Cataloging Records

Debby is looking for volunteers for an advisory committee to look beyond cataloging standards so that patrons can see better listings for popular titles. Debbie Wall will send out email to directors asking for volunteers. "Librarians for Responsible Cataloging". Debby will use phone conferencing as much as possible for this committee.

Executive Director's Report

Debbie gave report. See February newsletter for complete midyear report.

Comments or questions from directors in attendance

Nancy Cappellini (Hanson) asked about Girl Scouts selling cookies outside the library.

Adjournment motion made by Laurel Clark (Fall River)

Second by Nancy Cappellini (Hanson)

Adjourned 12:38 p.m.

Respectfully submitted,

Gail Roberts (Rochester)
Secretary