

## **SAILS Library Network**

### **Membership Meeting - January 15, 2014**

#### **Somerset Public Library**

Call to Order at 10:10 a.m. – Frank Ward

Members Present – Jayme Viveiros (Acushnet), Brian Avery (Attleboro), Vicki Dawson (Berkley), Robert Rezendes (Bristol Community College), Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Uma Hiremath (Easton), Kathy Bell-Harney (Foxboro), Laurie Cavanaugh (Halifax), Nancy Cappellini (Hanson), Olivia Melo (Lakeville), Elizabeth O'Neill (Marion), Danielle Bowker (Middleboro), Amanda Viana (Norton), Melissa Campbell (Plainville), Debbie Batson (Plympton), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Cynthia St. Amour (Swansea), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Debby Conrad (SAILS), Ginny Berube (SAILS), Laurie Lessner (SAILS)

Approval of minutes of preceding meeting – motion to approve by Melissa Campbell. Second by Jayme Viveiros. Unanimously approved.

#### **FY14 Treasurer's Report**

Warrant 07.1.14 – Motion to approve Carole Julius. Second Melissa Campbell. Approved.

FY14 YTD – report given by Debby Conrad. Fund balances are a little behind FY13 but that is due to extraordinary expenses incurred during the move. It is anticipated that the cash balances will recover in the last half of FY14.

Investments – Debby and Ginny met with the Rockland Trust Investment Management Team. A handout was distributed to the membership reviewing the current return on investment. SAILS is moving towards a 60 – 40 split where 40% of the investments are in equities. At the moment the balance is 90 – 10. As bond mature some of the funds will be moved to stock mutual funds and some will be used to purchase longer term notes – fixed income investments will be laddered to 2020.

#### **Committee Reports**

##### **Circulation Policy Committee –**

Oversized materials – policy revision – the policy as drafted was approved.

Hold notices – add a 2<sup>nd</sup> notice – the recommendation to send out a 2<sup>nd</sup> hold available notice 48 hours before the holds expires on shelf was approved. Debby will be reporting to the membership in March as to the impact this has on circulation and/or items expiring on shelf.

Overdue notices – change first notice to 7 days after item is due – the recommendation to have the first overdue notice issued 7 days after an item is overdue was approved.

#### **Old Business**

Charge History problem – Laurie explained the problem of patrons who did not want their charge history saved inadvertently had their record modified when they logged into Enterprise. This problem was introduced in the summer and SAILS turned off the ability to view charge history as soon as this was discovered. Once that ability was disabled patron records were no longer modified. This left patrons with charge history turned on who had not opted in. Laurie selected a group of users whose records were modified during the time period that the system was malfunctioning and changed them to nohistory but did not purge the history records that had been stored. After some discussion the membership approved the SAILS recommendation to purge those history records with the understanding some patrons' may have wanted this feature turned on. In that case history can't be restored but the library can change the patron's record back to ALLCHARGES.

Ebsco quote – Ebsco provided SAILS with a quote of \$40,000 for a one year subscription to the Consumer Reports online database. Debby explained the network did not have enough money to cover that subscription. Several directors reported they couldn't pick this up mid-year either. Debby will be presenting a

proposal at the March membership meeting for FY15 that will include a network subsidy and a billing formula based on size/population per library. This would be a subscription all libraries would need to agree upon.

Smartpay – The credit card system is working but there have been problems with the reports. SirsiDynix has announced a new Ecommerce solution that would be free to SAILS, would include the ability to charge a processing fee, and runs on native reports. Debby will ask for volunteers to work with her evaluating this option.

Enterprise – Enterprise will be updated in early February. It will include enhancements approved by the PubPac and should fix the charge history problem.

Legislative Breakfast – February 7 at 8 a.m. Middleborough Public Library. All libraries are encouraged to attend and contact their legislators asking for their participation.

New Bedford Middle Schools – There was discussion about the situation in New Bedford. Debby will write to the school department offering to maintain the accounts for the 3 middle schools for one more year if the school department is willing to make a token payment to the network.

#### New Business

##### MLS Ebook project

Demo of Biblioboard and B&T Axis 360 by Laurie Lessner.

The members agreed not to load cataloging records at this point because this is still a pilot project and there is only one library in SAILS participating.

Problem Patron – Nancy Cappellini and others discussed a problem patron who has been traveling between libraries. While this isn't a SAILS problem because the patron in question never checks anything out there was a lot of discussion how libraries deal with these types of patrons. Debby said she would send out an email to public library directors asking if they want to participate in an informal group to develop some best practices.

##### MLA Legislative Day – March 31, 2014

SkyRiver vs OCLC – OCLC never came back to SAILS with a quote. Debby will be meeting with SkyRiver at ALA Midwinter to discuss the SAILS cataloging subscription and long term pricing.

Syndetics Facebook App – Syndetics now offers a free Facebook App that would allow a library to have a link directly to the catalog from its Facebook page – the link includes the ability to place a hold. SAILS will be testing this. A report will be made at the March membership meeting.

Vote to affirm appointment of Virginia Berube as part-time salaried Office Manager/Bookkeeper.  
Motion to approve – Carole Julius. Second Nancy Cappellini. Approved.

##### Privatizing history logs

SAILS has history logs going back to 2005. The logs include a link to the patron barcode. After discussion it was agreed to purge the history logs back to 2009 and to maintain the patron barcode in a history log for 36 months. Patron barcodes will not be “privatized” for active transactions such as outstanding bills.

Acceptance of academic or K-12 cards at public libraries – after some discussion it was agreed that it would be in everyone's best interest to continue with the existing network policy that academic and K-12 cards are not accepted at the public library.

Executive Director's Report was read.

Adjournment – motion by Danielle Bowker. Second by Laurie Cavanaugh. The meeting was adjourned at 12:10 p.m.

Executive Directors Report  
January 15, 2014

The last time SAILS held a membership meeting we are in the middle of moving. I can report that with the installation of the ductless hvac system in the data closet our move is complete and all expenses have been paid. We are delighted with our new space. If you weren't able to attend our December Open House we always welcome visitors. The meeting room with our new laptops works very well for training. We have a lot of workshops scheduled between now and July 1 and they are filling up.

I am pleased to report that Ben Phinney has been awarded a first time attendee scholarship to enable him to attend the 2014 SirsiDynix COSUGI Users Group meeting. The meeting is being held in May at the Detroit Renaissance Center Hotel. He will be a presenter, talking about our experience moving from printed notification to email, text, and automated voice. This scholarship will underwrite his registration, housing, and travel. Laurie Lessner will also be attending the conference and she too will be presenting. Her topic is managing Enterprise in a consortia environment.

I am attending the ALA Midwinter Conference in late January in Philadelphia. I have scheduled appointments to meet with Overdrive, SkyRiver, AWE, and am working on appointments to meet with several vendors to talk about streaming video options.

I have been asked to serve on a new statewide advisory committee charged with studying the Small Libraries in Networks grant program. This program was established in the late 1990's and was intended to provide a cash incentive to libraries serving populations under 10,000 to join and remain members of an automated network. The funding originally came from a combination of state and federal funding but now what funds there are comes from the LSTA program. SAILS libraries never received these grants because all of the small libraries had joined ABLE before it was begun so the vast majority of the funding was going to CW/Mars. This committee will be looking at the program, determining how it can be expanded, what will be requirements to participate, and what will be the funds required to make it relevant statewide. Our first meeting will be January 29 at the MLS office in Marlborough.

We have almost completed our NCIP testing for the new Virtual Catalog. I submitted our final grant report in December. Once we have finished our testing we will have to wait for the new system itself to be live. During a Virtual Catalog governance committee meeting held in December we were told mid-summer will be the earliest launch date. In the meantime libraries are moving to software that won't run with our very old URSA system so your patrons will find fewer libraries from which they can place a direct request. Point-to-point ILL will be the stopgap measure until the new system goes live.

I have been working with cataloging services to fix our various subfield z issues that were causing unacceptable delays in filling holds. DVD TV series are very popular but if call numbers are not entered properly we can have 90+ holds on a single copy. We have begun running a list of DVD's added in the previous month and checking them. We are also monitoring holds for popular titles. Recently we noticed that often a library will order a paperback version of a title that is still popular. It is the most recent addition to the system and patrons place their holds on a title with only 2 copies. We have been copying their holds to the record with more copies to avoid having their holds expire without them ever getting the item.

I have begun working with the Long Range Planning Committee to develop an RFP for Consulting Services. I expect to have a draft to submit to the Board at the February meeting and hope to have it released in March. The request will be for a consultant to work with SAILS to develop a new strategic plan. I am also working on our LSTA grant for funds to replace our aging switches. The first draft of the grant has to be submitted to the MBLC by February 28.

We are going to be working with the Overdrive Committee to help libraries more actively promote the service. It is much easier to use than it has been in the past and the Overdrive App is compatible with the Baker and Taylor Axis 360 product. This should make things easier for your patrons when the MLS EBook project goes statewide.

I am sure that we will have a lot of interesting announcements at the March membership meeting.