

Board Meeting
SAILS Library Network
10 Riverside Drive, Lakeville MA
January 20, 2016

In Attendance: Dina Brasseur (Acushnet), Jane Pilkington-Smyth (Attleboro), Bill Schneller (Berkley), Bob Rezendes (BCC), Carol Julius (Carver), Jocelyn Tavares (Dighton), Virginia Johnson (East Bridgewater), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Manny Leite (Foxboro), Jayme Viveiros (Lakeville), Catherine Coyne (Mansfield), Jason Bloom (Middleboro), Olivia Melo (New Bedford), Sarina Bluhm (Norfolk), Lee Parker (Norton), Deborah Wall (Pembroke), Peter Fuller (Seekonk), Melissa Campbell (Plainville), Debbie Batson (Plympton), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Ellen Snoeyenbos (West Bridgewater), Susan Branco (Westport), Debby Conrad (SAILS), Laurie Lessner (SAILS), Kristen Slater (SAILS) and Lisa Hart (SAILS).

Meeting called to order at 10:01 AM by Melissa Campbell, President

Roll call/Introductions – Bonnie Mendes, Secretary

Introduction of Lisa Hart SAILS Support Specialist.

Approval of Minutes of the Nov 18, 2015 meeting

- Motion by Laurel Clark (Fall River) to approve the minutes
- Seconded by Joan Pilkington-Smyth (Attleboro)
- Unanimously approved

FY16 Treasurer's Report

- Motion by Treasurer Carole Julius to approve the Warrant 07.1.16 in the amount of \$48,709.39
- Seconded by Frank Ward (North Attleboro)
- Unanimously approved.

FY16 Year-to-date Report.

Debby Conrad reviewed the December 31, 2015 balance sheet. Grant funds were entered as receivable, 50% of these funds were received. Investments are "okay". Debby had a conference call with the investment firm. She also reviewed the income statement.

Old Business

Legislative Breakfast

Melissa Campbell reminded everyone about the Legislative Breakfast on January 29th at Lakeville. Jocelyn Tavares urged all to contact their legislators. Olivia Melo mentioned that the key number of phone calls for a legislative to take notice is 10 - so call your legislators regarding library support.

Legislative Day

Debby reported that the date for Legislative Day is March 8th. The format is different from

past years. There will be focus presentations. SAILS will highlight our Digital Archive site of unique resources to this area.

Item Cat2 updates

Reminder of the importance of updating your ItemCat2. Please make sure cataloguers are aware; everyone should have received a list of ItemCat3 to be used. Please talk to your cataloguers. These changes will reflect in statistics for our FY2017 ARIS reporting.

Workflows Release 3.5.1

This is on the test server. It is a minor release and is tentatively scheduled for mid-spring. One of the nice changes will be that font size can be adjusted. Many updates are in the background and will not be obvious.

BC Analytics –

SAILS is in the queue. SAILS staff have been through the tutorials. A two day internet based training session will be forthcoming. This product is limited to use by SAILS staff. Debby explained the benefit of this product. For a while Director's Station and BC Analytics will both be running.

New Business

Member at Large - Frank Ward (North Attleboro) agreed to replace Laurie Cavanaugh as the Member At Large on the board expiring 6/30/2016.

Buy it now option for Enterprise (see handout). Melissa Campbell explained the product. It leads you to a 3rd party for earnings of 4% if patrons buy from the site. This can go directly to SAILS or it can go to your library. It is individualized. Approximately 100 clients are now using it. Laurie showed a site using the product. It will be put on the test site for review.

Updates to Overdrive site – (see handout). Debby discussed Library Advantage accounts and the issue with metered titles being difficult to re-order. This will be improved in OverDrive so we can see usage on individual titles. Other new features include Read-Along Books, more customization to the website, faster response time and it will include a Book Club model.

Envisionware Library Document Station SAILS has the equipment for demo, (see handout); Debby will follow up with Envisionware on pricing options for libraries.

Novelist. Debby spoke to Ebsco and is working on this as a possible future product for us depending on budget. A committee should be formed to look at all subscriptions/expenditures. An email will be sent looking for volunteers.

Staff email policy. Policy needs to be reviewed to remind staff about privacy issues. Debby will draft a revised policy for discussion at the February board meeting. Directors are reminded to alert SAILS when a staff member leaves.

Public library services directory. This document will replace the old Wiki. Debby showed the spreadsheet with a list of libraries and their services. It will be on the SAILS website.

Save the date, March 16th - SAILS Library Showcase at BCC. A place to exchange

ideas, see products. Sirsi-Dynix keynote speaker.

March 23rd - Membership meeting at the New Bedford Public Library.

Executive Director's report.

Debby discussed the midyear review of the strategic plan (see handout). SAILS has accomplished most of the objectives scheduled to be completed by this time and is on target with this plan.

Other:

- Virginia Johnson reminded Directors about the MLA Raffle basket request.
- January 31st - Hank Phillippi Ryan, author of *What You See*, the latest book in the Jane Ryland series of mysteries, will be at the Mattapoisett Free Public Library at 2:00 p.m.
- January 30th - New England Poets at the Somerset Public Library at 1:00 PM
- Laurie reminded that publicity can be sent to SAILS

Motion by Mellissa Campbell to adjourn, Laura Clark Seconded.

Meeting adjourned at 12:00 PM

Respectfully submitted,

Bonnie Mendes, Secretary