

**Annual Meeting of SAILS, Inc.**  
**July 12, 2006**

In attendance: Walter Stitt (Attleboro), Betty Gregg (Bridgewater), Hank Ingles (Bristol Community College), Carole Julius (Carver), Denise Medeiros (Dartmouth) Jane Finlay (East Bridgewater), Annalee Bundy (Easton), Keith Stavely (Fall River), Jerry Cirillo (Foxborough), Vicki Dawson (Freetown), Nancy Cappellini (Hanson), Danielle Bowker (Middleboro), Frank Ward (North Attleborough), Elaine Jackson (Norton), Debbie Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Christina Warren (Raynham), Laura Bennett (Rehoboth), Olivia Melo (Rochester), Sharon St. Hilaire (Seekonk), Sally Evans (Somerset), Beth Smith (West Bridgewater), Mary Tobichuk (Wrentham)

President Keith Stavely called the meeting to order at 10:12 am.

Jennifer Michaud conducted the roll call.

Keith Stavely read the notice and proof of mailing for official purposes of this annual meeting.

A motion was made by Melissa Campbell of Plainville to approve the minutes of the preceding meeting. Jane Finlay of East Bridgewater seconded the motion and the minutes were approved unanimously.

**Report of the President: Summary of FY06 activities**

Keith Stavely presented the summary of the FY06 activities.

FY06  
SAILS President's Report

Fiscal year 2006 marked the 10<sup>th</sup> anniversary of the founding of the SAILS library Network. Many things have changed over the years since July 1, 1995 when SAILS was formed to manage two independent library networks, and much has been accomplished. Now, SAILS is once again on the brink of major change. FY06 was a year when the network was laying the groundwork to allow that change to take place. Using \$89,000 in grant funds, the network replaced both the Unicorn production and test server and also the network email, web, and internal information management servers. Network staff submitted a proposal for LSTA grant funds to be awarded in FY07 that would upgrade

and redesign the network's wide area network. The network was able to purchase enough laptops to be able to offer on-site training for those libraries with wireless access. By late FY07 the SAILS infrastructure should be sufficiently developed to support the next generation of staff client and user web interfaces.

SAILS staff made 464 visits to SAILS libraries, responded to 5389 help desk issues (an increase of 44% over FY05), and conducted 26 workshops attended by 195 library staff members.

The network has never experienced such high levels of usage:

4,388,861 items were circulated

635,471 items were loaned between libraries

463,144 holds were placed by patrons using iBistro

32,793 cataloging requests were submitted by member libraries

FY07 marks the start of the network's new 5 year strategic plan. Major changes are taking place in the field of information management. The new strategic plan recognizes those changes and provides a blueprint for implementing new technologies. The second decade of the SAILS network will doubtless prove to be as challenging and successful as the first, if not more so.

### **Report of the Treasurer**

Debby Conrad presented (for Annalee Bundy) the summary of FY06 financial data

### **Transfer of Presidency to Elaine Jackson**

The transfer of presidency from Keith Stavely to Elaine Jackson was made.

### **Resignation from the SAILS Board**

Theresa Coish (New Bedford) resigned from her position. Elaine asked for nominations to fill the position for libraries serving over 25,000 population. Elizabeth Gregg submitted her name for consideration. She was elected to vacant position by a unanimous vote of those present.

### **Election of Officers – Nominations from the SAILS Board**

Elaine Jackson presented the slate of candidates for nomination to the SAILS Board. Elaine Jackson made note for the recorder of this meeting to cast a single vote for the slate of officers.

#### **FY07 Treasurer's Report: Warrant 01.20.07**

Deborah Wall presented a summary of the warrant.

Danielle Bowker of Middleboro made a motion to approve the warrant. Olivia Mello of Rochester seconded the motion. The warrant was approved unanimously.

#### **Old Business**

##### **Appointment of FY07 Advisory Committee Members**

Elaine Jackson formalized the appointment of FY07 Committee members. She also appointed Sally Evans (Somerset) as director representative on the Systems Librarian search committee and Carole Julius (Carver) as director representative on the PC Support Technician search committee.

##### **Status of GL 3.1 Installation**

Debby Conrad provided a summary of a recent conference call with SirsiDynix and the status of the GL 3.1 installation. Once certain prerequisites have been met to SAILS satisfaction, a 90-day period will begin where nothing will be done to the system. Debby does not want to proceed with any installation until she sees this 90-day period go by without any incidents of downtime. Should such incidents occur, the 90-day period begins all over again.

All plans for the next release have been postponed. SirisiDynix has agreed to help SAILS with training for this new release, but the details have not been worked out at this time. Debby is working with the VP of Client Care in the hopes of resolving the issues SAILS has been having of SirisiDynix not managing these ongoing problems properly. SirisiDynix will now be e-mailing Debby on a weekly basis and calling her every month. SAILS management staff and Debby will be creating their own procedure manual to provide better documentation from SAILS end of the procedures done on the system and where any problems began to occur. This manual should be in place by August 1, 2006.

##### **Status of Telephone System**

The new telephone system at the SAILS office will be installed on Monday, July 24. There may be a period of time during the switching over of systems where the phones will not be functioning at SAILS. However, all staff members will continue to have e-mail access during the entire installation process. There will be new phone extensions for all SAILS staff members. SAILS staff will be trained for a two-hour period during the afternoon of July 24<sup>th</sup>, during which time the office will be closed.

##### **Personnel Issues**

Debby Conrad recommended that the salary scale for the Systems Librarian be modified to match that of the Network Cataloger position. Walter Stitt (Attleboro) made a motion to approve this change. Olivia Melo (Rochester) seconded the motion. It was approved unanimously by those present.

Debby Conrad reviewed revisions to the Personnel Handbook that had been recommended by the SAILS attorney. Danielle Bowker (Middleboro) made a motion to approve these changes. Jane Finlay (East Bridgewater) seconded the motion. It was approved unanimously by those present.

**New Business**

**Executive Director's Report**

Debby Conrad presented a summary of her report.

Walter Stitt (Attleboro) made the motion to adjourn the meeting, which was seconded by Frank Ward (North Attleborough).

The meeting was adjourned at 11:20 p.m.

Respectfully submitted

Nancy Cappellini, Secretary