

Annual Meeting of SAILS, Inc.
July 18, 2007

Present: Jayme Viveiros, Acushnet; Walter Stitt, Attleboro; William Schneller, Berkley; Mary O'Connell, Bridgewater; Gabriela Adler, Bristol Community College; Carole Julius, Carver; Denise Medeiros, Dartmouth; Ann Rust, Dighton; Annalee Bundy, Easton; Carolyn Longworth, Fairhaven; Keith Stavely, Fall River; Jerry Cirillo, Foxboro; Vicki Dawson, Freetown; Betsy Randall, Halifax; Nancy Cappellini, Hanson; Olivia Mello, Lakeville; Janet Campbell, Mansfield; Susan Berteaux, Massachusetts Maritime Academy; Danielle Bowker, Middleboro; Stephen Fulchino, New Bedford; Robin Glasser, Norfolk; Frank Ward, North Attleboro; Elaine Jackson, Norton; Deborah Wall, Pembroke; Eden Ferguson, Raynham; Laura Bennett, Rehoboth; Gail Roberts, Rochester; Beth Smith, West Bridgewater; Claudia Schumacher, Wrentham

Elaine Jackson called the meeting to order at 10:10am.

Elaine Jackson read the notice and proof of mailing for official purposes of this annual meeting.

Jennifer Michaud conducted the roll call.

Meeting members welcomed Stephen Fulchino, the new director of New Bedford.

Before a motion was made to approve the minutes of the preceding meeting, Vicki Dawson of East Freetown brought up a change needed in the list of attendees. Her name was not listed, although she had been present at the meeting. A motion was made by Deborah Wall to approve the minutes of the preceding meeting with this change. Nancy Cappellini seconded the motion and the minutes were approved unanimously.

Report of the President: Summary of FY07 Activities

Elaine Jackson presented the summary of the FY07 activities.

Election of Officers – Nominations from the SAILS Board

Elaine Jackson called for nominations to the SAILS Board. Eden Ferguson of Raynham submitted the following names in nomination:

Melissa Campbell, President Elect

Jayme Viveiros- Secretary

Nancy Cappellini- Treasurer

Elaine Jackson then called for nominations from the board only. There were none. She made note for the recorder of this meeting to cast a single vote for the slate of officers.

Transfer of Presidency to Jerry Cirillo

Elaine Jackson then turned the meeting over to new president, Jerry Cirillo.

Board of SAILS, Inc. Resolution

Jayme Viveiros, as Secretary, read the Board resolution which follows below:

RESOLVED that, effective as of July 18, 2007 the Officers of the SAILS corporation are hereby authorized to be signers on the corporation's checking account and

RESOLVED that, the officers of SAILS, Inc. are authorized to transfer funds between the corporation's savings account and checking account in order to provide funds for network expenses.

The officers hereby authorized are:

Jerry Cirillo, President
Melissa Campbell, Vice President/ President Elect
Jayme Viveiros, Treasurer
Nancy Cappellini, Secret

Jayme Viveiros made a motion to accept this resolution and Denise Medeiros seconded the motion. The resolution was accepted unanimously.

FY08 Treasurer's Report: Warrant 01.3.08

Nancy Cappellini presented a summary of the warrant and asked for a motion to accept the warrant as written. Eden Ferguson made a motion to accept the warrant and Ann Rust seconded this motion. The motion was passed.

Deborah Conrad presented the final FY07 fiscal report.

Old Business

Appointment of FY08 Advisory Committee Members

Jerry Cirillo appointed the committee members as presented in the meeting packet.

PacketShaper Implementation

Debby Conrad has finalized negotiations with Atrion to set up PacketShaper at the SAILS central site office. PacketShaper will be installed to manage traffic from the Internet as well as private lines. The purchase order was sent to Atrion last week. There will be a short downtime when Atrion installs the PacketShaper. The first thirty days after installment, PacketShaper will only monitor traffic. During the next one or two months, it will begin shaping traffic, at which point Debby may need to have some library staff members come to the SAILS office to determine what some of the traffic is to their library. Debby will keep member libraries informed on the progress of PacketShaper.

Results of Staff Survey

Debby Conrad pointed out the staff survey results are included in the meeting packet. The survey was re-opened after last month's meeting and between 40 and 50 more people responded to it. The management staff will be meeting to discuss the comments and questions from the survey and will take action, when possible, to answer these concerns. Some comments will also be addressed in the next SAILS newsletter.

Tumblebooks

Laurie Lessner pointed out that there have already been 400 uses of the Tumblebooks in their first month of being offered by SAILS. Laurie showed the Tumblebooks website and where libraries can login to see their own users' statistics of Tumblebooks. She had previously sent an e-mail with this information, so if you did not receive it, send an e-mail to support@sailsinc.org. At this website, libraries can also download graphics and promotional materials. Laurie announced that SAILS has ordered a set of colored bookmarks for libraries.

New Business

Request for Exemption from Filling Holds-Dartmouth

Denise Medeiros presented a request to begin a rental collection of books and DVDs that will not be available for holds. All items purchased for this collection will have additional copies available through the network as per SAILS policy. A motion was made by Danielle Bowker and seconded by Elaine Jackson. The motion passed.

Results of Director Survey

Debby Conrad pointed out the results of Director's Survey in the meeting packet. There will likely be a follow-up survey in the next two weeks to delve further into comments made in the first survey. For instance, many people responded favorably to expanding PC support, so a follow-up survey would address the issue of paying for the cost of such an expansion. Debby also mentioned that there was a great response to this survey.

Overview of Symphony

Debby Conrad discussed SirsiDynix's new Symphony product (formerly Unicorn). The first release of Symphony will be later this year. The features and benefits are listed in the meeting packet handout.

Voice Notification-Committee Charge

Debby Conrad discussed that almost 60% of respondents to the director's survey were interested in Voice Notification for holds and overdues. At the ALA annual meeting last month, Debby spoke with representatives of a voice notification product that is less expensive than Sirsi's product. These representatives are willing to come to SAILS to discuss their product in more detail.

Debby recommended for Jerry Cirillo to charge the Circulation Policy Committee to do an evaluation of voice notification and to meet with these representatives. Jerry moved for this action and this committee will report their findings at a future meeting.

Executive Director's Report

Debby Conrad presented a summary of her report.

Other

Jerry Cirillo thanked Debby Conrad and her staff for their contributions to the network during the past fiscal year. He also thanked Elaine Jackson for her service as president during this past year.

Olivia Mello pointed out the donations of books and paper goods she brought to the meeting for any libraries that wanted to take these items.

Adjournment

Annalee Bundy made a motion to adjourn the meeting and Frank Ward seconded that motion. The meeting was adjourned at 11:10am.

An overview of the ARIS reports was presented after the conclusion of the annual meeting.