

ANNUAL MEETING OF S.A.I.LS., INC.
547 West Grove Street, Middleborough Massachusetts 02346

July 10, 2013

10 A.M.

AGENDA

Roll call – Benjamin Phinney

Libraries in Attendance: Jamie Viveiros (Acushnet), Joan Pilkington-Smyth (Attleboro), Robert Rezendes (BCC), Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Dorothy Stanley-Ballard (Freetown), Laurie Cavanaugh (Halifax), Olivia Melo (Lakeville), Catherine Coyne (Mansfield), Elisabeth O'Neill (Marion), Susan S. Berteaux (MMA), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Frank Ward (North Attleboro), Lee Parker (Norton), Deborah Wall (Pembroke), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Cynthia St. Amour (Swansea), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Susan Branco (Westport)

Reading notice and proof of mailing – Deborah Wall

Approval of minutes of preceding meeting

Motion to Approve: Lee Parker

Motion Seconded: Beth Roll-Smith

Approved unanimously

Report of the president - Summary of FY13 activities - President Deborah Wall

Election of Officers– nominations from SAILS Board - Carolyn Longworth – Vote

Lynne Antunes (Vice President/President Elect)

Nancy Cappellini (Secretary)

Carole Julius (Treasurer)

Motion to approve: Debbie Batson

Motion Seconded: Susan Berteaux

Approved unanimously

Transfer of Presidency to Frank Ward

Board Resolutions – Secretary

Authorizing officers to sign checks

Motion to Approve: Joan Pilkington-Smyth

Motion Seconded: Jaime Vivieros

Approved unanimously

Authorizing Frank Ward to sign Network Agreements

Motion to approve: Bonnie Mendes

Motion seconded: Debbie Batson

Approved unanimously

Treasurer's Report

Warrant 01.01.14

Motion to approve: Joan Pilkington-Smyth

Motion seconded: Debby Wall

Approved unanimously

FY13 – final financial reports

Debby Conrad gave an overview of FY13's finances. In summary, finances are good. We are starting to get dividends from our investments. The auditor will come in at the end of the month to work with Ginny on closing the books. FY13 was a good financial year. Fy14 could be rockier due to upcoming expenses.

Old Business

SAILS Meeting Calendar – Sites for

August 21 membership meeting:	Lakeville
September Board Meeting:	Mansfield
October 16 membership meeting:	Pembroke
January 15 membership meeting:	Somerset
March 19 membership meeting:	Foxboro
May 21 membership meeting:	Norton
June 18 membership meeting:	Easton

Network Consolidation Study Committee – SAILS Response (F. Ward)

Frank Ward read the statement that was drafted regarding the NCSC.

Motion to approve: Deborah Wall

Motion Seconded: Beth Roll-Smith

Approved unanimously

It was also discussed who else to send a copy of the statement to. It was agreed to possibly send it to the other networks.

Enterprise – L. Lessner

Laurie Lessner gave an overview of recent enhancements made to Enterprise. Enhancements include: all profiles have been setup, new booklists are setup, and there are also direct links to networks lists now. Ben is working on putting a contact us button/feature on each profile. There is a "did you forget your PIN" option now that is more visible than before. Enterprise has been more stable since the 4.3 upgrade. At the end of September, once we move to SaaS, we will be able to offer a find available copies option. There is currently a possible problem with Safari, but it isn't consistent. It has been difficult to replicate. We can see the search suggestions now. We have gotten a quote to continue with our librarything subscription. The one item we aren't sure we are going to continue with is the librarything reviews. Usage is very low. Sirsi just announce the general availability of ERC. We have had enough changes where we aren't going to move to it just yet. iBistro hasn't been turned off yet, but make sure to change all links to point to Enterprise.

Virtual Catalog – D. Conrad

The NCIP testing hasn't been finished. We submitted the grant to have our licensing costs covered. We haven't heard officially about it. The entire project has been pushed back until January. This is actually better for us. We will have finished the move and testing NCIP. There could possibly be more lenders by that point too.

SmartPay – D. Conrad

Plainville, Seekonk, Norton, Wrentham have all signed up for the service. The option for SAILS to pay the first 90 days is open till the end of September. The service is working really well now. Usage is picking up at Norfolk considerably.

New Business

SAILS schedule for migrating to SaaS – D. Conrad

The migration has to happen in September. The amount of downtime won't be excessive. Sept 16-18 we will be offline. We will try to use a process called Sirsi Bridge instead of using offline circ. This should be easier and more efficient. We have a kickoff meeting with Sirsi in August. The migration process takes a long time because we are moving from an ISAM to an Oracle database. It is a relational database and will be considerably bigger than what we currently have. Debby will post to the sysadmin list to see how other libraries have fared with this Bridge feature.

Appointment of Committees by SAILS President – F. Ward

Value of Service Letter – D. Conrad

This letter is designed to give you a justification for your subscription to SAILS. It gives you a median for the amount of time/\$ spent on service requests. A request could be any number of things. Debby will include how much you've spent with sails, but she can remove it if you don't want it from your electronic copy.

SAILS Statistics and the ARIS form (public libraries only) – B. Phinney

Ben will email the PowerPoint along with the ARIS data

Plymouth Rocket presentation – August 21 membership meeting

Ginny announced that SAILS items are still left and what is still available. If you have been selected to take an item, please begin picking them up. Let Ginny know if you are interested in anything. Anything not taken will be going to recycling.

Debby has a proposal from WB Mason. The quote is \$15k less than Debby budgeted. Debby is going to sign the proposal to get the process started. Debby is going to have our electrician look at the panel that was of concern at the new location. Lakeville Office Park has agreed to pay half of the electrical work. We won't move till Oct, but the infrastructure will be in place by September.

Executive Director's Report

Comments and questions from directors

Sainath Chinnaswamy from BCC has left to go to Worcester State College

Anne from Somerset Berkley Regional High School will be working with us to get them setup for next school year

We have a meeting late August for k-12 members

Adjournment

Motion to approve: Danielle Bowker

Motion Seconded: Debby Wall

Approved unanimously