

SAILS MEMBERSHIP MEETING
547 West Grove Street, Middleborough Massachusetts 02346

June 15, 2011

10 A.M.-12 P.M.

In attendance : Jamie Viveiros (Aachusnet), Walter Stitt (Attleboro), William Schneller (Berkley), Sean Daley (Bridgewater), Carole Julius (Carver), Lynne Antunes (Dartmouth), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Madeline Miele (Easton), Carolyn Longworth (Fairhaven), Paula Cullen (Fall River), Dorothy Stanley-Ballard (Freetown), Debra DeJonker-Berry (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Carolyn Michaud (Mass Maritime), Susan Pizzolato (Mattapoissett), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Frank Ward (Attleboro), Elaine Jackson and Lee Parker (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Sharon St. Hilaire (Seekonk), Susanne Duquette (Taunton), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Debby Conrad, Laurie Lessner, Kristin Slater, Ben Phinney (all SAILS).

Call to Order by Robin Glasser at 10:12. .

Roll call conducted by Deborah Wall

New SAILS employee Benjamin Phinney was introduced and his job requirements were discussed. He is currently part time and running reports. He has also been to Pembroke.

Approval of minutes of preceding meeting moved by Sean Daley, seconded by Danielle Bowker.

FY11 Treasurer's Report .

Warrant 12.1.11 was read and motion to accept made by Carole Julius. Seconded by Melissa Campbell and so voted.

FY11 Financial reports. Debby Conrad reports that, as anticipated, there will be about \$50,000 more in the budget than last year. This does not reflect MBLC money which will show on July 1. FY12 invoices will go out the second week of July.

Review of SAILS Current investment portfolio. Debby Conrad. SAILS continues to follow a conservative plan. YTD return a little under 1%, a little higher by end of June. The average is 2 ½ - 3%. The costs are about \$3000 less with Rockland Trust than Eastern, returns about the same so Debby is pleased. The McDonalds bond matured and the funds are sitting in the Fidelity account until a good investment comes along. Rockland is very good at communicating. Debby will ask them to attend the October meeting.

Final Line Item Adjustments. We overspent a few lines (consulting, Overdrive), salaries under spent. Debby will move money to balance lines. This will carry us to July 1st in fine shape. Motion to accept made by Susan Pizzolato, seconded by Olivia Melo. So voted.

Committee Reports

Nominating Committee. The list of incoming board members:

2014 New Bedford High School Ann O'Leary –B- K-12

2014 Bridgewater Public Library Sean Daley –P- County

2014 Holmes Public Library, Halifax Debra Dejonker-Berry-P-Under 10,000

2014 Mansfield Public Library Janet Campbell- B- 10,000-24,999

2014 Raynham Public Library Eden Fergusson- B -10,000-24,999

The secretary cast the one necessary vote to accept the nominations.

Old Business

Library Elf. As of June 1, the number of users was 1,064 which is an increase of 700 but more is needed. SAILS has 450,000 card holders and 275,000-300,000 active users. Not all staff is on yet. Even if people don't have email, they can log in and get their information. ELF is a reliable, good service. They are now checking holds updates in the middle of the day. If users don't want to get 2 emails they can remove email from their account. This is a concern for some libraries that email their patrons so Laurie will look into a way to keep the emails for library use.

Miranda (Creative) Publicity. Laurie showed the pr they are working on. Included are banners that fold up and will have a section for library specific info. Still working on the content. There will be handouts as well, all with a consistent message. The committee will work on rebranding iBistro to eLibrary. Debby highly recommends Miranda. They understand nonprofits and libraries.

Status of Virtual Catalog. The MBLC has 18 months to replace it and they have made it a priority. FLO is working with 2 consultants to write the RFP. There is hope that an open source product from Ohio will fill need. CWMARS and MBLC can't use VC anymore. It will be only SAILS, CLAMS and Old Colony. Looking for patron-driven interlibrary loan so that limits options. Both Debby and Laurie will work on committee.

Updates to iBistro. "eLibrary is new name for catalog. Patrons can update email, get PIN if email matches, and bookmark pages. They can create permanent reading lists. Privacy issues with PubPacs because we don't log out. Traditional OPACS are going away. Do we want catalogs only or make them more multi-purpose. They would not always be logged in. SAILS has to change licensing fees, idea is out of date. Jorj is looking at kiosk options for public libraries. Laurie is still cleaning up some wording. PubPAC Committee will review and it will roll out in July.

Status of Laser Notices. Debby says changing to them is not simple. Software is not smart enough to know when a patron has a second page. May need some special MS software to make it work. A fair number of libraries are stopping mailed notices. BPL just announced no more overdue, just bills. Debby is talking to Talking Tech again; laser notices not a high priority and if it very expensive we may not want to do it.

New Business

Requests for Summer Reading title hold exemption. The current holds policy does not address summer reading. We could amend policy to exclude summer reading. Discussion followed about pros/cons of special collections. From the policy: "Libraries must have a minimum of one copy of a title of the same format available for system wide lending .For every three copies of a restricted title, member libraries must purchase one additional copyfor system wide availability." Denise Medeiros moved the motion to make summer reading a part of the hold exemption policy. Sean Daley seconded. So voted.

Overdrive Library Advantage program discussion. Individual libraries can contract with Overdrive to purchase titles. There would be no extra fees. Only patrons from the owning library could place holds, and they could still use the general collection. These could never become part of the SAILS collection. There is an issue of how they would be cataloged-pay for extra records? There would be no way to prioritize holds. It would not absolve library from contributing to general collection. Contributions are increasing and will be a percentage of all library's non-print spending. If interested, contact Overdrive. A library would need to put aside money for enough titles to open the collection. May still not be enough to satisfy patrons and some publishers will still nit sell to a library. SAILS purchases another copy on the 11th hold.

Windows 7. Laurie said that there is no compatibility issue if use 32 bit. Jorj has been testing with Envisionware. All new pcs are now Windows 7 that can work in XP mode. SAILS can still buy XP machines from Dell as off-lease.

Proposed FY12 Meeting schedule.

July 6 - ANNUAL MEETING SAILS
August 17- MEMBERSHIP MEETING SAILS
September 21- BOARD MEETING SAILS
October 19- MEMBERSHIP MEETING SAILS
November 16 - BOARD MEETING SAILS
December 21 - OFFICERS ONLY CONFERENCE CALL
January 18 - MEMBERSHIP MEETING SAILS
February 15 - BOARD MEETING CONFERENCE CALL
March 21- MEMBERSHIP MEETING MEMBER LIBRARY - TBA
April 18 - OFFICERS ONLY CONFERENCE CALL
May 16 - MEMBERSHIP MEETING CONFERENCE CALL/WEBINAR
June 20 - MEMBERSHIP MEETING SAILS

In July there will be a discussion of delivery and March will be on the road-maybe Easton.

Joint meeting of new technologies/circulation policy (September 2011). Discussion will be around library card smartphone apps and QR codes and how to implement. We must stay current.

FY12 Committee assignments. Debby made a plea for volunteers.

Board committees:

Budget – Chair is Treasurer (FY11 Carole Julius)

One director from a public library serving a community under 10,000

One director from a public library serving communities from 10,000 – 25,000;

One director from a public library serving communities over 25,000;

One director from a school, academic or special library

Personnel - must have a minimum of one Board member on the committee. Current

Chair is Robin Glasser. The committee finalizes the salary and benefits schedule for the coming fiscal year, reviews job descriptions, and conducts an annual assessment of the Executive Director

Planning – Chair is President. Current chair is Manny Liete

FY12 charge will be to work with New Technologies on new TECH Plan

Nominating – Current Chair is Carole Julius. Submit nominations to serve on the Board for the upcoming Fiscal Year.

Advisory Committees:

Circulation Policy – Current chair is Olivia Melo

New Technologies – Committee appointed but no chair.

Overdrive – Current chair is Danielle Bowker

PubPac – Current chair is Eden Fergusson

Executive Director's Report – Overview of Patron survey results

Recognition of Elaine Jackson's contributions to SAILS and congratulations on her retirement

Executive Director's Report. The patron survey had over 1000 responses. Each library will get a packet with responses from their patrons. Debby dismayed that so many asked for what we already do. PR materials will be available.

Recognition of Elaine Jackson's contributions to SAILS and congratulations of her retirement.

Robin Glasser spoke of Elaine's achievements and years of service to SAILS and Norton. Elaine has been a consummate professional and has been on many SAILS boards. She was presented with a gift and a luncheon followed.

Adjournment. Motion to adjourn made by Melissa Campbell, seconded by Carole Julius.

Approved. 12:12 pm.