

SAILS Annual Meeting
June 21, 2017
Ames Free Library
53 Main Street, North Easton MA

In Attendance: Dina Brasseur (Acushnet Public Library), Amy Rhilinger (Attleboro Public Library), Bill Schneller (Berkley Public Library), Bob Rezendes (Bristol Community College), Lynne Antunes (Dartmouth Public Libraries), Jocelyn Tavares (Dighton Public Library), Uma Hiremath & Ian Dunbar (Ames Free Library, Easton), Carrie Tucker (East Bridgewater Public Schools), Liane Verville (Fall River Public Library), Manny Leite (Boyden Library, Foxborough), Dorothy Stanley-Ballard (Freetown Public Libraries), Jean Gallant (Holmes Library, Halifax), Karen Stolfer (Hanson Public Library), Jayme Viveiros (Lakeville Public Library), Jason Bloom (Middleborough Public Library), Olivia Melo (New Bedford Public Library), John Spinney (Norfolk Public Library), Lee Parker (Norton Public Library), Deborah Wall (Pembroke Public Library), Melissa Campbell (Plainville Public Library), Debbie Batson (Plympton Public Library), Eden Fergusson (Raynham Public Library), Gail Roberts (Joseph Plumb Memorial Library, Rochester), Peter Fuller (Seekonk Public Library), Cynthia St. Amour and Sephi Alves (Swansea Public Library), Sue Branco (Westport Public Library)

Meeting called to order at 10:05 a.m. by President Manny Leite

Roll call – Secretary Debbie Batson

Reading of the meeting notice and proof of mailing – Manny Leite

Report of the president – President Leite summarized the activities and accomplishments of the network during FY17.

Nominating Committee – Manny Leite presented the slate of officers for FY18 – Robert Rezendes (BCC) President, Jayme Viveiros (Lakeville) Vice President/President-Elect, Carole Julius (Carver) Treasurer, and Debbie Batson (Plympton) Secretary. There being no further nominations from the floor, a single vote was cast for the slate as presented.

Transfer of Presidency – The Presidency of SAILS was transferred from Manny Leite to Robert Rezendes

Board Resolutions – Debbie Batson presented a resolution authorizing Robert Rezendes, Jayme Viveiros, Carole Julius, and Debbie Batson to be signers on the SAILS checking account and to transfer funds from the Money market account to the checking account. **Motion to approve the resolution – Frank Ward. Second – Melissa Campbell. Resolution approved.**

Debbie Batson presented a resolution authorizing Robert Rezendes to sign FY18 Network agreements including those for Fall River Public Library and New Bedford Public Library. **Motion to approve the resolution – Lee Parker. Second – Frank Ward. Resolution approved.**

Warrant 12.1.17 – Debby Conrad presented the warrant in the amount of \$40,802.77. **Motion to approve the resolution – Melissa Campbell. Second – Jayme Viveiros. Resolution approved.**

YTD Financial Report – Debby Conrad presented the Financial Reports through May 31, 2017. She noted that there will be unexpended funds in the Telecommunications Line item which will be added to the budgeted amount in FY18 in anticipation of Comcast eventually catching up on billing for lines upgraded in February.

Report on SAILS Investments – Debby Conrad reviewed the status of the SAILS portfolio of investments. She recommended that the portfolio become a bit more diversified – moving 2% into the existing REIT investment and another 2% into an emerging markets fund. This will only slightly increase the percentage of holding into equities but should provide a little more diversification as the portfolio is heavily tilted towards bonds at the moment. Not only are bonds not returning a high rate of return on investment but the bond market is a bit unstable at the moment. **Motion to accept the proposal to move funds into the REIT fund and Emerging Markets fund – Frank Ward. Second – Melissa Campbell. Motion approved.**

Personnel Committee – Melissa Campbell presented the results of the committee’s evaluation of the Executive Director’s performance in FY17. She noted that the goals set out for FY18 include ongoing clean-up of cataloging and patron codes, establishing a procedure for judiciously using investment dividends to support special projects and/or off-set network expenses, and working with staff in the network to establish clear administrative procedures in anticipation of Debby’s retirement in December 2018. Debby Conrad noted that all SAILS staff members successfully met their goals for FY17 and all staff members received a 3% merit increase in FY18.

Ad hoc committee to review Overdrive Library Advantage Plus Program – the committee submitted four recommendations:

Proposed that SAILS adopt the Network Level Share Model for the Overdrive collection whereby every library will have a Library Advantage Account and local holds will have priority on local copies.

Motion to accept this recommendation – Dina Brasseur. Second – Deborah Wall. Proposal accepted.

Proposed that the SAILS Overdrive Collection continue to be funded on the existing model in FY18.

Motion to accept this recommendation – Deborah Wall. Second – Dina Brasseur. Proposal accepted.

Proposed that SAILS postpone licensing ERC from SirsiDynix with a review to take place in 3Q FY18.

Motion to accept this recommendation – Debbie Batson. Second – Melissa Campbell. Proposal accepted.

Proposed that the ad hoc committee be appointed a standing committee in FY18 to continue its work developing policies and procedures for the full migration of the Overdrive collection to the shared model. Motion to accept this recommendation – Deborah Wall. Second – Bill Schneller. Proposal accepted.

Old Business

Blue Cloud Mobile – Laurie Lessner reported that SAILS will be one of the pilot sites for the SirsiDynix BC Mobile product. Mansfield Public Library and New Bedford Public Library have agreed to serve as test sites for the product. We anticipate receiving set-up questionnaires within the next few weeks.

MBLC PR Committee – Laurie Lessner reported that the MBLC is working to develop PR tools that can be used by libraries with the understanding that libraries will pick and choose which are most appropriate for their user communities. The committee will be working with Gale to launch a campaign in the fall to promote better usage of the databases.

Overdrive Shared Collections Trial – Debby Conrad reported that SAILS and OCLN are working to pilot a project where patrons could borrow materials from the other network's Overdrive collection without having to be a registered user in that network. The model for this is the Commonwealth Catalog. Details need to be hammered out and the soonest this would begin would be October 2017.

Results of Directors/Staff Surveys – Debby Conrad reviewed the results of the surveys. She noted that more directors responded to the survey than had happened in the past. SAILS will be taking steps to respond to some of the suggestions such as developing a list of vendors for directors to contact, follow up survey on what types of Workflows training staff members are asking for, scheduling ComCat training, and ongoing work to update the Member website and its contents.

Directors Retreat – Debby Conrad reported that she is working with a facilitator to arrange a full day directors retreat to be held on November 15 (site TBD). The purpose of the retreat is to allow the network directors to work to develop a common vision for the operation and intent of the network in anticipation of selecting a new Executive Director in FY18 and in recognition of the fact that the original founding directors are no longer in the network and the new directors should have an opportunity to voice what they want from the network. ***Motion to approve holding a Directors Retreat with an outside facilitator – Melissa Campbell. Second – Olivia Melo. Motion approved.***

Appointment of FY18 Committees – President Rezendes appointed the [FY18 Committee Members](#)

Executive Director's Report – Debby Conrad reviewed the [FY18 Strategic Initiatives](#)

Motion to Adjourn at 11:10 a.m. – Cynthia St. Amour. Second Frank Ward. Meeting adjourned

Respectfully submitted
Debra Batson, Secretary