

Board Meeting
New Bedford Public Library
613 Pleasant Street, New Bedford
March 23, 2016

In Attendance: Lynne Antunes (Dartmouth), Debby Batson(Plympton), Jason Bloom (Middleboro), Susan Bluhm (Norfolk), Sue Branco (Westport), Dina Brasseur (Acushnet), Melissa Campbell (Plainville), Laurel Clark (Fall River), Catherine Coyne (Mansfield), Ian Dunbar (Easton), Peter Fuller (Seekonk), Virginia Johnson (East Bridgewater), Manny Leite (Foxborough), Carolyn Longworth (Fairhaven), Jean McCullogh (Mattapoisett), Olivia Melo (New Bedford), Susan Pizzolato (Mattapoisett), Gail Roberts (Rochester), Ellen Snoeyenbus (West Bridgewater), Cynthia St. Amour (Swansea), Dorothy Stanley-Ballard (East Freetown), Jocelyn Tavares (Dighton), Jayme Viveiros (Lakeville), Frank Ward (North Attleboro), Debby Conrad (SAILS), Laurie Lessner (SAILS), Lisa Hart (SAILS)

Meeting called to order at 10:10 AM by Melissa Campbell, President

Roll Call – Lisa Hart

Approval of Minutes of February 17, 2016

- Motion by Virginia Johnson (East Bridgewater)
- Seconded by Frank Ward (North Attleboro)
- Unanimously approved

FY16 Treasurer's Report

- Motion by Frank Ward (North Attleboro) to approve the Warrant 09.1.16 in the amount of \$35,092.37
- Seconded by Laurel Clark (Fall River)
- Unanimously approved

FY16 Year-to-date Report

Debby Conrad reviewed the February 29, 2016 balance sheet. She discussed receipt of final payment of State Aid. Small Library in Network (SLIN) grants will appear on the FY17 membership assessment. A small 2014 SirsiDynix invoice for Syndetics content that was never paid was paid last month.

Rockland Trust Management Team

Debby Conrad met with the management team portfolio is earning a little less than 2% currently. Cash is being put aside to be available for telecommunication upgrade and addressing the firewall. The portfolio is doing fine and the management team is following SAILS requirements.

Old Business

FY17 Health Insurance

Harvard Pilgrim Health Care policy has been changed to Blue Cross Blue Shield due to the high deductibles and co-pays of HPHC. \$500 of deductible will be covered by SAILS.

Patron Charge History Retention Period Policy

Circulation committee has recommended patrons charge history records be removed after a certain amount of time. Debby recommends tabling this recommendation for the time being. Problems will be looked at on an individual basis.

Status of Itemcat2 and Itemcat3 updates

ARIS stats for FY16 will be able to be produced sorted by adult, ya, and jv. As of yesterday 740,000 items have been updated with itemcat3 (format according to the MBLC). There are approximately 3.6 million all together. This is on track to be completed by 12/2016. Ready for ARIS FY17. Debby reminded membership to be sure items being entered now are being done correctly.

Status of Blue Cloud Analytics Implementation

ARIS reports this year will be run through Directors Station. Customized reports are being worked on for us for Analytics. Advanced I training will be taken in June. Some reports are being generated in Analytics that could never be easily accomplished in Directors Station. The two products are being used now, but Analytics shows good potential.

3.5.1 Upgrade

Still in beta testing and running on our test server. As of now there is no announced release date, however, possible release in the next 3-4 weeks. Will give the patrons using Bookmyne the ability to see fines and pay bills. There should not be retraining or downtime.

New Business

Report form Computers in Libraries

Laurie Lessner reported that the main theme was focused on user experience. There was discussion on how quick one question surveys are a great tool. Another theme was Libraries and Lifelong Learners. More and more patrons are considering themselves lifelong learners and more marketing should be done to them. All programs offered are online.

FY17 Bookletters

A series of monthly webinars are being offered (sign up through EventKeeper). Private Webinars are also available. The renewal of the product isn't until October and another discussion will be had in August.

Public Survey – Request to postpone

With many libraries using surveys for their long range plans at this time, SAILS will not be doing an in-depth public survey at this time. A Survey Monkey pop-up one question survey may be put on Enterprise to gauge the patron's overall experience.

Mobile App – Status of Bookmyne+, possible next steps, availability of grant fund

We currently have an app that works, Bookmyne. This allows patrons to get into the catalog and changes are being made to allow patrons to have an easier experience, see library information, see and pay bills, and see best seller lists. This app works on IOS and Android. Bookmyne+ is still being developed. It currently only works on IOS. Problems with other vendors include much higher costs, annual licensing with SirsiDynix needed, and need for weekly uploads by SAILS. A decision will be made by end of calendar year 2016.

Staff Email Policy

This is a new policy that is a compilation of several different policies. Frank Ward (North Attleboro) made a motion to accept, seconded by Olivia Melo (New Bedford) and approved unanimously.

Revised Retention Policy

SAILS currently retains personnel records that go way back. Requirements for retention were researched and this new policy was developed. Laurel Clark (Fall River) made a motion to accept, seconded by Jason Bloom (Middleboro) and approved unanimously.

Other

- Westport is holding a Performance showcase on April 12th from 10-4. This will showcase performers that could do programs at Libraries.
- SAILS can post library programs and special events on our Facebook page and website.
- Laurie Lesner attended a ComCat meeting; they have developed removable stickers to use on items in transit. There will be a system update done in April, there will be noticeable changes but they are mostly just cosmetic.

Executive Director's Report

- Library showcase survey results were presented. SAILS will hold another program next spring. BCC has offered to host again. There will be no keynote speaker and presentations will still be 5 – 10 minutes in length. This program will be held instead of the monthly membership meeting.
- Debby is finalizing the FY17 budget and will present it in May for final approval.
- Due to lower cost per item per circulation a shift from advantage to consortium level buying in Overdrive may be the way to go.
- An excellent quote for Novelist has been received. This could be funded with a saving on Sky River obtained through negotiations and possibly eliminating Tumble Books. Next year Library Thing for Libraries would be reconsidered.
- Final information being submitted for Erate.
- Next big project, what to do with firewall.
- SAILS is buying more Overdrive videos, they work well and seem to be becoming more popular.

Laurel Clark (Fall River) made a motion to adjourn, seconded by Manny Leite (Foxboro) and approved unanimously.
Meeting adjourned at 12:07 PM

Respectfully submitted,

Lisa Hart