SAILS Members Meeting
October 14, 2008

Present: Bill Schneller (Berkley), Carole Julius (Carver), Denise Medeiros (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater High School),Paula Costa Cullen (Fall River), Kim Lavoie (Fall River Schools) Betsey Randall (Halifax), Judie Kleven (Marion), Danielle Bowker (Middleboro), Steve Fulchino (New Bedford Public), Ann O'Leary (New Bedford Schools), Melissa Campbell (Plainville), Eden Ferguson (Raynham), Laura Bennett (Rehoboth) Gail Roberts (Rochester), Bonnie Mendes (Somerset), Beth Smith (West Bridgewater); Debbie Conrad, Kristen Slater – SAILS.

 President Melissa Campbell called the meeting to order at 10:05

Secretary Gail Roberts (Rochester) conducted the roll call.

Eden Ferguson (Raynham) made a motion to accept the minutes of the previous meeting. Bonnie Mendes (Somerset) seconded. Approved unanimously.

Treasurer's Report:
 Warrant 04.2.09 Motion to approve made by Carole Julius (Carver), seconded by Bonnie Mendes (Somerset). Approved unanimously. Debbie mentioned that the line item for Overdrive was exceptionally high, due to a sale on Books on Tape during September. We will not be ordering much from Overdrive for the next six weeks, until the Ipod compatibles come out. SAILS also contributed to the memorial scholarship for Mary Jane Pillsbury.

 FY09 financial reports
Everything got purchased before the current financial crisis, and our investments are earning as much interest as possible. The bulk of the larger invoices have been paid, with one more due to be paid in January. SIRSI has been paid. E-Rate starts in November and will be backdated to July. Debbie plans to carry cash over to next year, so is not spending unless something is necessary.

Committee Reports
Budget – FY10 Budget and Action Plan.
SAILS will be receiving $11,000 less from Virtual Catalog, and, as Debbie expects cuts from the state budget, we will have less than was originally budgeted. There will be no increases in annual assessments for the next two fiscal years. Bonnie Mendes (Somerset) made the motion to approve; Danielle (Middleboro) seconded. FY10 budget passed unanimously.

Technology Plan for FY 10-12
The Technology plan was developed with the help of the Tech Atlas service from Web Junction. The biggest problem named in the survey was providing technical skills that are not in the purview of SAILS. Debbie recommended sending staff to SEMLS workshops, or having the SEMLS consultants come to individual libraries to instruct staff on basic computer skills. Debbie will also be calling libraries to make sure their antivirus software is installed and up-to-

date. Beth Smith (West Bridgewater) made the motion to accept the Technology Plan; Judie Kleven (Marion) seconded. Passes unanimously.

PubPac – FY09 User Experience Grant
The committee met on Oct. 6 to discuss the User Experience Grant. They approved grant action plan timeline, which will begin with a customer service survey. Each library will be surveyed individually, including school libraries and academic libraries. The results will be compiled and posted end of November. With results of survey, Debbie will send out an RFI end of January. Demos will be open to all SAILS members for evaluation. Focus groups will start meeting in March, and will include both users and non-users. They will be asking library directors for participants, participants will receive $50 and food for 2-3 hour commitment and will want 12 participants in each group.   We have the contract, and server (on the credit card), but will not be spending grant money until we are sure financials are secure. For now, we will go forward with the timeline. Debbie requested that we send as many staff as possible to workshops on the spring

Old Business
Web Client: Debbie will be sending it back, as it doesn't work with our system. She will rework the Java client to make it useable for schools.

Question 1 posting – OCLN
Debbie requested that we examine what we are posting on the SAILS website to alert people to Question 1, which is   currently a link to the MBLC press release. We decided to reword the heading to read "Impact of Question 1 on our Libraries", then provide a link to a version of OCLN's page, which lists the MBLC's statement, plus more links educating voters.

 New Business

Fall River Schools
Kim from Durfee High School explained the situation. Debbie stated that the school department has a legal obligation to pay this bill. She said that, if Kim can get a PO to her, she will work with the school department. She wants to keep the network as functional as possible during the coming difficult time.

Report from Network Administrators Meeting
Debbie went to the meeting two weeks ago in Worcestor. The system administrators split up the money in LI 9506.
The Ebsco literature database will be dropped. Nobody is planning any major projects next year. Melissa and Debbie will be attending a meeting on Oct. 15 to review 120-page delivery survey.

Kristen can now load vendor records. Contact Kristen for more information. It is hoped that this will speed up processing and free up staff time.

Executive Director's Report
New web server has been installed. Some issues with logging in, but all is nearly 100% now. Debbie has bought a permanent license. Kristen will be working with Somerset on their history project. We have a new HVAC system, so Melissa signed the lease. Debbie is working with WB

Mason on supply costs for padded mailers, receipt printer paper and other supplies. Work is continuing on Director's station; there will be a DS users group meeting in the next quarter. The new policy about non-resident patrons that was voted in June is not yet fully in place, but is being worked on. The new Ibistro server in building; when it's being installed, Ibistro will be offline for a day. We will still be able to search on workflows.

Motion to adjourn was made by Bonnie Mendes (Somerset), and was seconded by Eden Ferguson (Raynham).
The meeting was adjourned at 11:23 a.m.

Respectfully submitted,
Gail Roberts
Secretary