

SAILS MEMBERSHIP MEETING

547 West Grove Street, Middleborough Massachusetts 02346

October 20, 2010

10 A.M.-12 P.M.

In attendance: Jayme Viveiros (Achusnet), Walter Stitt (Attleboro), William Schneller (Berkley), Sean Daley (Bridgewater), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Jerry Cirillo (Foxboro), Debra Dejonker-berry (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Judith Kleven (Marion), Danielle Bowker (Middleborough), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Elaine Jackson (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Gail Roberts (Rochester), Sharon St. Hilaire (Seekonk), Bonnie Mendes (Somerset), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater)

Call to Order by Robin Glasser at 10:05

Roll call conducted by Deborah Wall

Approval of minutes of preceding meeting, moved by Bonnie Mendes, seconded by Olivia Melo.

FY11 Treasurer's Report. Read by Debby in treasurer's absence. Motion to accept report and Warrant 04.1.11 by Jayme Viveiros, seconded by Sharon St. Hilaire, and so voted.

FY11 financial reports. Debby stated we are slightly ahead of projections, increased interest and decreased monthly expenses.

FY10 audit reports & form 990 – Audit went well, ended where we expected (slightly less than last year.) tax return is now posted on the website due to new IRS rule it has to be available to the public. <http://www.sailsinc.org/Corpdocs/TaxReturn.pdf>. Vote to accept audit moved by Melissa Campbell and seconded by Bonnie Mendes and so voted.

Committee Report

Budget – FY12 Budget will include a 1% assessment increase, PC Support will increase by \$5.00 per pc. Debby does not anticipate using any reserve funds. Telecom is less, less money from the State. There is no salary increase currently budgeted and this will be reviewed in February by the personnel Committee. No new projects. This is the lowest budget in almost 10 years due to decreased telecom, agreement with landlord, and controlled costs. Budget moved by Beth Roll Smith and seconded by Sean Daley. So voted.

Strategic Plan. This is a three year plan and no measures are included. They will be in the annual updates, easier to use. Melissa Campbell had questions; Debby stated all issues are covered. There is no timeline since we are not applying for LSTA grant this year. The Strategic Planning Committee will review document and the membership can decide to accept in January per Robin Glassers's suggestion.

Old Business

FY11 Erate award – Debby reports that we got money for everything including the Comcast lines. There is discount on services and we are getting money from MBLC. Total telecom may be \$3,000 this year. This does not include office phones, only lines to libraries.

Sort to Light – Debby listed libraries currently testing. As long as it's a SAILS library with barcode outside, no need to slip.VC still needs bands. Only one slight error but no misroutes, etc. there are a few libraries using barcode duplicators (\$700) purchased through SAILS, a few are cutting out and taping to cover. Norfolk and Lakeville are barcoding as they go in the bins. There is lots of discussion of this at state level; we are way ahead of other libraries. There was a mention of some problems with the way bins are coming in and Debby said contact Optima they are very responsive and easy to work with.

Self-check orders

Taunton High School- paid all bills, every penny. All records will be deleted Monday. 15 years of records gone Tuesday.

New Business

SAILS Staffing-Debby is not filling Bob's position. They may go back to hiring part-time people with specific responsibilities. Won't do anything until January, fine for now. Debby wants to get creative with staffing.

3.4 beta testing- Told SIRSI this is not ready to test, Laurie stated it loaded fine but major indexing errors. Lots of good possibilities like print RHA on demand. They are trying to attract DYNIX users.

Mentor training-(SIRSI/dynix). SAILS signed a long-term contract and they gave us a 4 month trail of their online training product. This is very useful for new hires and a good review. Interactive staff based, audio, and can go from 15 minutes to an hour depending on topic. It doesn't take local policy into consideration so a few things may be different. Debby has to set up logins for libraries and this was discussed at Circulation meeting. SAILS online training is not enough and SAILS cannot go out to the libraries for each new hire. Priced by seats; 50 seats for \$8000/year. 3 month experiment and there will be more information at next meeting.

TechSoup for software. For libraries that don't know this site, great for a lot of things. Great discounts on "donations" they have to offer. SAILS has reached limit for year. Libraries (most) can order directly by applying and getting an account. Friends groups can too.

Overdrive Collection. There are new features. Laurie demoed the Project Gutenberg titles and showed our new logo on page. There are links to ereaders and LEAP (National accessibility program) titles. LEAP will be offered November 1st and announced in newsletter. Gutenberg allows multiple uses per title and since they are DRM free, they should work even on Kindles. Libraries that publish digitally can upload to

Overdrive and are free to use. There are a lot of complaints that our Overdrive collection does not meet patron's needs. Only 25 titles always available need to add more along with ebooks and MP3 titles. We now spend \$900 a month. Some titles have 15-20 holds. Ebooks cost less than audio, \$40 compared to around \$90. Individual libraries can't buy more, can't restrict to one library's patrons. We could have a download station for patrons, especially good for people with no pc at home.) This is less expensive now. Debby will look into. Barnes and Noble might be an option-offering buy one title and load on 6 devices. Debby may have technology meeting in January. She will spend money from the over budgeted telecom lines to buy more Overdrive titles.

Spam blocking. Laurie reports that people have been getting lost of Spam. It's a filter that Laurie is teaching filter with a dummy account, send to Laurie. If problem is World Client, take people out of "white list" and they will be blocked.

Executive Director's Report – report from annual Consortia SIG meeting. Client care is now in Provo and set up by disciplines. Within each group is a consortia specialist. They plan on creating a virtual group of them; we'll see how that goes. Any product developed must be designed to work in a consortia, and then it will work in a single library. There will be 24/7 global client care. It was a positive meeting.

Crafty Space (SoPAC) is bankrupt and out of business (no surprise to Debby) and they sent us a small check. The grant funds for the server arrived. It will be installed between Christmas and New Year's. A few libraries volunteered to test the offline program. The system will be down for two days.

Email notices are being reformatted. The text can be changed. We can't change holds or reminder notices. Director's Station is underused. Easy to use and does charts. More staff can use.

Other topics

Denise Medeiros discussed the legislative breakfasts and options now that there is only one region. Should the networks do them? Hold them at individual libraries? Directors would invite there legislators. Debby could serve as fiscal agent only. Discussion followed. Email Denise any ideas.

Melissa Campbell announced a new form she has on her website that patron's can download and mail in any late fees they see on their account when they are online. Very simple. May be a link on SAILS. Robin Glasser asked about SAILS taking payments and there are still issues (charges for credit cards, PayPal, getting money to libraries, etc.)

Adjournment. Motion to adjourn by Melissa Campbell, moved by Danielle Bowker. Voted at 12:24 p.m.