

SAILS MEMBERSHIP MEETING

547 West Grove Street, Middleborough Massachusetts 02346

October 19, 2011

10 A.M.-12 P.M.

Present: William Schneller (Berkley), Robert Rezendes (Bristol Community College), Carole Julius (Carver), Jocelyn Tavares (Dighton), Carrie Tucker (East Bridgewater Schools), Paula Costa Cullen (Fall River), Debra Dejonker-Berry (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Ann O'Leary (New Bedford High), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Ben Phinney, Kristin Slate, Debby Conrad (SAILS).

Call to Order

President Beth Smith called the meeting to order at 10:05 AM. Beth reported that she, Frank Ward (North Attleboro), Walter Stitt (Attleboro) and Denise Mederios (Wareham) had attended the memorial service for Sharon St. Hilaire (Seekonk). The membership observed a moment of silence in Sharon's memory.

Roll Call

Secretary Eden Fergusson conducted the roll call.

Approval of Minutes

Frank Ward (North Attleboro) made a motion to approve the minutes of the previous meeting. Danielle Bowker (Middleboro) seconded. The minutes were approved unanimously.

Treasurer's Report

Warrant 04.1.12

Olivia Melo (Lakeville) moved to accept the warrant. Debra Dejonker-Berry (Halifax) seconded. The motion was accepted.

FY11 Audit Report

The membership reviewed the annual audit report and on a motion from Danielle Bowker (Middleboro), seconded by Robin Glasser (Norfolk) voted to accept.

FY12 Financial Reports

Debby reviewed the Balance Sheet from the 1st quarter. She reported that all assessments have been received or are in process. She reported that the budget is where we should be this time in a budget year, about 67%. She also discussed changes in OverDrive line items. Discussion followed about the increase in OverDrive e-books use, and related issues involving Kindle and Kindle apps.

Committee Reports

Budget – FY13 Budget

Debby reviewed changes from the proposed FY13 budget she had presented to the membership in September, including an increase in funding from MBLC, increased expenses involving ibistro server maintenance and the proposed voice notification service. Debby asked for membership approval of Action Plan and FY2013 Budget. Frank Ward moved to accept the Plan of Action and FY13 Budget and Olivia Melo seconded the motion. The motion was passed unanimously.

Circulation Policy Committee Meeting Report

Debby reported that a description of the proposed voice notification system had been

sent to the directors, and that the membership will have the opportunity to submit questions for the vendors next week. The Circulation Committee will develop an action plan for training circulation staff about the notification system. They will also review the SAILS Circulation Policy to see what needs to be revised.

Voice Notification Committee

Debby reported meeting with vendors, Talking Tech and SirsiDynix. Vendors are in the process of responding to the Committee's questions about the individual products. Debby will call the companies' references. She advised that Talking Tech cannot customize for different libraries, and that the Sirsi product was more robust. The final recommendation on a voice notification service will be presented to the membership in January for approval.

MARC Standards Committee Report

Kristin reported that the Committee considered and made recommended changes in cataloging procedures involving added entries. Added entries for performers for both DVDs and music will not be made and are not necessary since performers are listed in the 511 field, and the 511 field is searchable by keyword. Fiction will have at least 1 subject heading. No contents notes for anthologies will be added to the record. If a book is part of the series, cataloging will make sure every record has the series listed.

Old Business

Status of Library Thing for Libraries

Debby was initially given incorrect pricing from Bowker for Library Thing for Library. She notified the Board and received approval to pay the correct amount. The correct price includes series and awards information. The cost is still well within money budgeted for the OPAC Enrichment. Cataloging is now in the process of uploading the database so it can be indexed for Library Thing. This will be completed by the end of October.

E-library – status and PR materials

The new e-library will go live November. Publicity materials, bookmarks and brochure will soon be available for patrons.

SAILS Library wiki

Ben demonstrated how to signup and use the wiki. The wiki will allow libraries to share information about their programs and services with colleagues and peers in the network. He emphasized the importance of updating information frequently. Recorded training will be available online as well as live training with Ben. A discussion board or blog will be added later.

New Business

Report from Virtual Catalog RFP Steering Committee

Debby, as one of the networks' representatives on the Committee, reported that the committee's goal is to develop an RFP to submit to vendors to replace the Virtual Catalog. There are a number of unanswered questions. Debby and Laurie attended two of the focus groups held the 1st week of October. Vendors will demo their products in March, contract negotiations will follow in May, with selection in July.

SAILS Beta Testing Bookmyne Mobile App

Debby reported on that beta testing for the Sirsi app Bookmyne was going well, and that Laurie reported that the app is working properly. Beta testing ends next week, and the outlook is positive.

SAILS Digital Collection

BPL Scanning Grant

Krsitin reminded the membership that to be eligible for a BPL scanning grant you must be a member of the Digital Commonwealth. She asked that if any library was planning to participate, to please notify SAILS with a description of the project. This will help the SAILS staff plan on how to get the metadata into the collection.

Appointment of Advisory Committee for Digital Collections

Debby asked for volunteers for an advisory committee to develop a path for SAILS digital collection. There is a need to revise policy and procedures for digital collections, and she needs guidance from membership. Debby asked for volunteers to submit their names to the Board for appointment.

Legislative Breakfasts – 2012

Debby reported that SAILS was the only network that didn't have a legislative breakfast last year. Debby urged that SAILS host an event in March. Discussion followed. Carole Julius (Carver), Lee Parker (Norton), Jocelyn Tavares (Dighton) and Nancy Cappelini (Hanson) agreed to form a committee to develop dates and locations.

Executive Director's Report

There was no formal report from the Director.

Debby asked the Membership return to Old Business to review for the policy for reviews.

The membership reviewed the Policy for Posting Reviews through Library Thing for Libraries on the new e-library OPAC. Discussion followed. Lee Parker (Norton) moved to accept the policy statement. Robin Glass (Norfolk) seconded the motion. The motion was accepted unanimously.

Adjournment

Jocelyn Tavares (Dighton) moved to adjourn the meeting. Debra DeJonker-Berry (Halifax) seconded the motion. President Beth Smith adjourned the meeting at 11:25am.

Respectfully submitted,
Eden Fergusson