

BOARD MEETING OF S.A.I.L.S., INC.
547 West Grove Street, Middleborough Massachusetts 02346
September 19, 2012 10 A.M.

MINUTES

Meeting called to order by Deborah Wall at 10:05 a.m.

Roll call – Gail Roberts

Libraries in attendance: Jayme Viveiros (Acushnet), Bill Schneller (Berkley), Sainath Chinnaswamy (Bristol Community College), Carole Julius (Carver), Lynn Antunes (Dartmouth), Manuel Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Laurel Clark (Fall River), Jerry Cirillo (Foxboro), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Susan Berteaux (Mass. Maritime), Sue Pizzolato and Elizabeth Sherry (Mattapoissett), Ann Oleary (New Bedford Schools), Frank Ward (North Attleboro), Lee Parker (Norton), Deborah Wall (Pembroke), Debbie Batson (Plympton), Eden Ferguson (Raynham), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Cindy St. Armour (Swansea), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport); SAILS staff: Debbie Conrad, Laurie Lessner, Kristen Slater, Ben Phinney

Approval of minutes of preceding meeting. The motion was made by Sue Berteaux (Mass. Maritime) to accept the minutes. Frank Ward (North Attleboro) seconded. Approved unanimously.

FY13 Treasurer's Report

Warrant 03.01.13 – presented by Olivia Melo (Lakeville); seconded by Eden Ferguson (Raynham).

Approved unanimously.

FY13 YTD Balance Sheet, and income report as of 8/31. 75% of expected library assessments are in. There has been confirmation of all K-12 libraries with the exception of two Fall River elementary schools, which were not staffed or used last year. Debby will offer them a deal to be removed from system. New Bedford schools are all in. The rate of return on investments going well. Everything is where it needs to be for this time in the fiscal year.

FY 12 Audit: Financial statements handed out to all members (bound copies to Board). There is slightly more cash than the previous year. This was earned by investments, and stays in investment accounts. This was a good audit for SAILS. Vote to accept moved by Sue Berteaux (Mass Maritime); seconded by Olivia Melo (Lakeville). Approved.

Committee Reports

Budget Committee

Committee Report – Olivia Melo reported on the Budget Committee meeting.

The Budget Committee met on Wednesday, August 22 at 10am at the SAILS office to discuss several items. In attendance were Olivia Melo, Chair (Lakeville), Sue Branco (Westport), Jayme Viveiros (Acushnet), Sean Daley (Bridgewater) and Debby Conrad (SAILS)

Debby presented us with the Network Data Comparison for Massachusetts to highlight where SAILS ranks and in preparation for the FY14 budget breakdown. Discussion and review of the budget followed with an extensive discussion on the lease and rent of our current space. The cost of the square footage and CAM (common area maintenance) fee was a concern to the budget committee given that a higher percentage of our budget goes towards space, utilities and maintenance than the other networks. The committee was also concerned that we end up paying for 1500 square feet which we don't need.

It was the recommendation of the Budget Committee to bring this information to the Board at the September meeting. Debby was asked to compile an excel spreadsheet outlining the costs per square foot per year for the current location in comparison to the possible other locations located at the Lakeville Corporate Park. The landlord will be notified if we will stay in the current space after the budget committee and the Board discuss the matter further.

Discussion was also held on the billing formula. Last year the membership approved moving the billing formula towards a circulation based fee with a smaller amount for a device fee. The committee also agreed that when libraries report materials expenditure for the bibliographic service portion of the budget that libraries will be requested to report expenses for e-resources (not Overdrive, not database subscription) that require cataloging records and maintenance by SAILS.

The FY14 Action Plan includes objectives to investigate alternative sources of revenues. The Budget Committee would like to request permission from the Board to investigate alternative sources of revenue, possibly advertising or sponsorship on the SAILS website as some non-profits are doing.

Network Comparisons: Debby presented her report using numbers from FY11. Some highlights: SAILS is listed as having 64 voting members, but actually has 75 physical sites. The average membership costs \$13,823; median cost is \$15,155. FY11 expenditures per category: SAILS staff costs are slightly lower than other networks; admin (building costs) are higher than other networks, ranking 3rd out of 7 networks. Operating income for other networks: 79% from basic fees (85% for SAILS); 14% MBLC (10% for SAILS). FY11 Operating income comparison: second lowest, due to the reduction in fees during height of recession. What makes SAILS unique: we provide group purchases for supplies and computers; Directors Station; automated alerts for patrons. Staffing costs will be higher in FY12.

FY14 Action Plan: copies of the FY14 action plan and Budget Proposal were passed out to attendees, and will also be available online. Based on Strategic Plan, the Action Plan focused on what can be accomplished in FY14. Debbie talked about other sources of revenue, but that particular goal taken out of budget proposal for now. Debbie suggested that we should look at corporate sponsorship. This budget proposal will bring us up to where we were in 2008. We need to look at dropping IBistro in favor of Enterprise, which will save up to \$6000 and free up a server that is over 5 years old.

SAILS Lease: Debby passed out a chart listing space comparisons with other possible sites for SAILS offices. SAILS is currently paying \$11.75 per sq ft. and is responsible for all trash, utilities, plus a share of all expenses for building (snow plowing, lawn mowing, etc.) The grand total is \$20.44 per sq ft, and includes the meeting room, which is only used about once a month. Any new space must be able to support Verizon FIOS, 3-phase power for UPS and computers, and be centrally located for staff and members. SEMLS space in the Lakeville Office Park is still available for \$19.00 per sq ft for 3100 sq ft. based on 3-5 year lease, and includes small meeting room, staff room, office space and all utilities. SAILS can take over a neighboring office for Jorj and his equipment. Debby also looked at other buildings in same office park, behind the SEMLS building. These cost \$24.48/sq.ft. She also looked at new space in Easton, which is currently under construction, and no information about the building and costs were available. The current landlord won't take back the meeting room, talked about freezing rent only and will not move on utilities or other expenses. He wants us to sign a long-term agreement. Debby wants a small committee to work with her on this, to negotiate with landlord, explore other options. This has been an issue for a while, so we need to support her and staff. They have lost staff time due to building failures. Moving Costs: For our vendors, the costs of moving are considered capital expense. Moving may cost \$50,000, including everything, but may be able to go to hosted solution. WB Mason will move current furniture. The biggest expense is AC for computers.

Deborah Wall suggested two actions: First, make a motion to not renew the current lease, and to commit to moving. Discussion: the current lease expires Jan. 2014. Debby wants to move fall of 2013. She has looked at many other corporate spaces; our options are more limited than we realize. Bonnie Mendes (Somerset) moved to not renew the lease for this building, Sue Pizzolato seconded. Approved unanimously. Secondly, Deborah Wall asked for volunteers for a Relocation Committee to help Debby: Frank Wall (North Attleboro) (committee chair), Manny Leite (East Bridgewater), Jayme Viveiros (Acushnet), and Carole Julius (Carver). Debbie will do an RFP for space then send it out to the Relocation Committee.

Overdrive Advisory Committee – Laurie gave a summary. The committee reviewed new things coming from Overdrive, such as patron-driven acquisitions, in which patrons can buy things from other sellers and Overdrive gets a cut. The look and feel of catalog will be different (check the Boston Public Library's Overdrive page). We need to talk about issues with this new look as it includes advertising and extra expenses. For now the committee is tabling using new Overdrive catalog. However, there is a new interface for Library Advantage, so we will look more at updating the staff site. There are plans for a DRM free download station. Hachette increasing cost of

backlist titles 220%; we will not purchase, as they're not offering any new titles.

Old Business

Gmail migration – Laurie reported that this project is finally starting to pick up speed. They have brought over Dighton, Bridgewater, Acushnet, with more coming at the rate of two libraries per week. Laurie recommends that all staff computers start using Google Chrome, since all new staff computers are using it. The entire process listed in September newsletter.

Enterprise – Laurie demonstrated the SAILS Enterprise Site Enterprise is an OPAC from SIRSI Dynix. Libraries can have their own content. There are various “rooms” that can be configured per library. Drop-down lists can be configured. Libraries can select language (Portuguese will be added) for prompts. Laurie will send out an email with link to sample site. Patrons will be able to set their language preference, preferred pickup site, checkout history, SMS information. They will be able to move titles in lists, to re-order, and to move titles to another list, plus they will be able to place holds from list. There will be training by webinar starting next month. The soft launch in November, with a staff launch in October. There are plans to push it aggressively in 2013. Each library will have own profile.

Legislative Breakfast Committee Report – Nancy Cappelini (Hanson) reported – we will hold it in Lakeville library. The date is February 8, 2013 (Friday), 8-10 a.m. A save the date letter coming out that can be sent to Trustees, state reps. It will be catered and they will be looking for funding from each library.

SirsiDynix RFID presentation to be held after the October member's meeting on the 17th by David Tuttle. The plans include 3M and Bibliotecca. Directors can make appointments to meet with him after the presentation.

Plymouth Rocket Training to be conducted in September starting next week. Registrations can be made through Friday.

New Business

Search Committee for Bookkeeper– Olivia Melo (Lakeville), Laurel Clark (Fall River), Nancy Cappelini (Hanson).

Executive Director's Report – Debbie attended a meeting of network directors, and management staff of MLS. Her report:

I attended an informal meeting of the Network Administrators and the management staff from MLS on Friday, September 14. We talked about various topics common to all organizations and got updates on different statewide initiatives.

Cindy Roach from the MBLC has formed two committees to look at how best to implement two ideas that came up at the May “Resource Sharing and Beyond” meeting held at Holy Cross in May. The two committees are: Developing a Statewide Discovery Platform and a Statewide Patron card. Laurie Lessner is representing SAILS on the Discovery Platform committee. We didn't have enough staff to volunteer someone for the Patron Card committee. There was a lot of discussion about the statewide Patron Card issue relating to user privileges for local databases, using NCIP standards to pass on patron status information between systems, and the difficulty of establishing a single database of patron data. Not too much was said about the Discovery Platform committee.

There is also a committee formed by the MBLC looking into a statewide E-resources platform. The MBLC has set aside \$150,000 in LSTA fund for the project and MLS has also committed some funds to work on this. The advisory committee has set an aggressive timetable for establishing this service with beta testing to take place in May 2013. The platform and content has not yet been determined but various vendors including 3M, Baker and Taylor, Autographics, and Bibliotecca/ITG have expressed an interest in working with Massachusetts. There are a lot of unanswered questions about this new service including long-term funding but a business model is going to be developed and presented (to the MBLC) within the next few months. The basic assumption is that MLS will contribute to the service but libraries will also have to contribute to the content.

Optima has not been meeting it contractually agreed upon turnaround time and MLS is working with them to improve the service. SAILS is going to be providing MLS with information about items in transit on September 24th – MLS is then going to follow-up with several libraries to measure when the items arrive.

Ben Phinney will be working on a self-paced Systems Administrator course of study so that he can be more familiar with the nuts and bolts of how the system operates. We have scheduled an Overview of Statistics Workshop on two separate days in October. This is not a hands-on workshop but an overview of reports libraries receive, how to interpret the data, what libraries can request, and how to request reports we can generated from Directors Station. Kristin will be working with Fiske Library on an digital collection the library just had scanned by the BPL. As the first quarter of FY13 ends I am going to be looking at our Guaranteed Service Levels to determine if we are meeting our goals.

We can have staff access to Workflows on library iPads. Anyone interested can talk to Ben. Libraries will be able to check books out or register patrons remotely while shadowing a Workflows computer at the library. The iPad will be connected virtually to a computer at the library. The app costs \$15.

Comments or questions from directors in attendance

Announcements – Pembroke 300 anniversary book presented by Deborah Wall. We will be able to order them for our collection.

Sue Pizzolato (Mattapoisett) announced Zeiterion programs, and that SAILS card holders can get discounts on some performances. *Pride and Prejudice* will be performed on 10/19. On Nov. 15, there will be a poetry performance with Marge Piercy and area poets (this program is limited to 125 and is not discounted). Call box office of Zeiterion for more information.

Olivia distributed Lakeville Arts and Music Festival posters.

Adjournment at 11:51 a.m.

Respectfully submitted,

Gail Roberts (Rochester)
Secretary