

**Board Meeting**  
**SAILS Library Network**  
**10 Riverside Drive, Lakeville, MA**  
**April 11, 2018**

**In Attendance:** Dina Brasseur (Acushnet), Robert Rezendes (BCC), Carole Julius (Carver), Jocelyn Tavares (Dighton), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Jean Gallant (Halifax), Jayme Viveiros (Lakeville), Olivia Melo (New Bedford), Sarina Bluhm (Norfolk), Frank Ward (North Attleborough), Lee Parker (Norton), Debbie Batson (Plympton), Debby Conrad (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS)

**Meeting called to order** at 10:04 PM by Robert Rezendes, President

**Roll Call** – Lisa Hart

**Approval of Minutes** of February 21, 2018

- Motion by Dina Brasseur (Acushnet)
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

**FY18 Treasurer's Report – Warrant 10.01.08**

- Motion by Carole Julius (Carver)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

**FY18 Treasurer's Report – Warrant 10.02.08**

- Motion by Carole Julius (Carver)
- Seconded by Lee Parker (Norton)
- Unanimously approved

**FY18 Year-to-date Report**

Debby Conrad reviewed the March 31, 2018 balance sheet and Income & Expense report. A new account was added for the Executive Director Search expenses. Unemployment may be slightly over due to a new mandate of a \$750 employer payment for an employee on Mass Health. Everything else is in good standing.

**Committee Reports**

**Executive Director Search Committee – Manny Leite**

The committee met two weeks ago to review job description. Posting for position we begin April 30<sup>th</sup> for 30 days. Anticipated hire date for new Executive Director is October 1, 2018. Committee will be meeting again April 11, 2018.

**Old Business**

**Mobile App**

SAILS is working on fine tuning. Everything is going well. No start date yet set.

### **Report from the Showcase**

The program was very successful and very well received. The next Showcase should be in the fall. A possible location would be the Ted Williams Camp.

### **Patron Survey**

The survey is now live.

### **FY19 Erate Application**

The application was completed on time. Comcast took quite a while to get SAILS completed and correct contracts. Application is now in review. FY19 budget does not include discounts.

### **New Business**

#### **Proposed Conflict of Interest Policy**

The new policy was reviewed. A motion was made to approve this.

- Motion by Lee Parker (Norton)
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

#### **Directors Survey**

The draft was discussed and will be posted April 23, 2018. In May the staff survey will be done.

#### **BC Analytics Dashboard for FY18 ARIS statistics – demo**

Presentation by Laurie Lessner.

#### **Network Consolidation Email**

The email was discussed.

#### **Adams Communication Proposal**

The proposal was reviewed. A motion was made to approve this as amended to include 8 phones.

- Motion by Frank Ward (North Attleborough)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

#### **Executive Director's Report – Q3 Review**

See report attached to minutes.

#### **Other Business**

Carrie Tucker shared the recent study published about school libraries. She can share the link to the survey if anyone wants it.

Frank Ward shared that the Richard's Memorial Library, which has been on waivers since 2010, should be funded to state requirements next fiscal year due to a recently passed override.

Debby Conrad shared that Wareham Public library may receive certification in FY19.

**Adjournment**

Frank Ward (North Attleborough) made a motion to adjourn, seconded by Lee Parker (Norton) and approved unanimously.

Meeting adjourned at 11:35 AM

Respectfully submitted,

Lisa Hart

## Executive Director's Report

April 11, 2018

We just completed Q3 of fiscal year 2018. With a few notable exceptions we have met our goals for the FY18 Strategic Initiatives. As of the end of March, we have launched LibraryAware for our public library members many of which are using this to send out attractive newsletters. We identified and implemented a cost effective alternative to using a PEO for Human Resources management by contracting with Infinisource. We have used the services of this company to update our internal personnel procedures so that we are now in compliance with DOL regulations. Infinisource attorneys develop SPD's for health, medical, life, and long-term disability insurance coverage. BC Mobile was tested and selected as the mobile app for the network. A very successful Directors Retreat was held in November the results of which are forming the framework for the executive director search. The network sponsored very successful legislative advocacy activities – legislative coffees in Foxborough and Somerset, the annual Legislative Breakfast held at Bristol Community College, and more than 30 MLA Legislative Day attendees who traveled on the SAILS bus to Boston. The network is currently operating on the latest version of Symphony. The old voice notification system has been replaced by a new system with much better reporting capabilities.

However there are still some projects that either have not been successful or are awaiting vendor development. SAILS had intended on migrating its K-12 members to BC Circulation this year to eliminate various problems we experience with the VPN client running on the school network but we found the software so flawed we discontinued using it in the one district where it was installed. At this time we have no plans to move to the BC Circulation or Cataloging clients. We are still waiting for the Enterprise version that provides improved searching but it is likely that will not be available until early FY19.

In the meantime we have begun our annual network assessment activities. A patron satisfaction survey is posted and will remain open until late April. A Director's survey will be sent out the week of April 23. A Staff survey will be sent out in mid-May. The results of these surveys will provide us with feedback on how well we are doing and provide a blueprint for network activity for the upcoming year.

There are two Envisionware webinars scheduled for late April and early May. These were scheduled in response to requests we have received from Envisionware sites about the need for further training. Kristin Slater will be offering on site Serials training. Our annual technical services and circulation services meetings are upcoming.

The Strategic Initiatives have provided a valuable outline for what the network needs to accomplish during the year and I recommend that a similar document be developed for FY19 with the understanding it may need to be revised mid-year.