

Board Meeting

SAILS Library Network

September 19, 2018

In Attendance: Carole Julius (Carver), Jocelyn Tavares (Dighton), Liane Verville (Fall River), Manny Leite (Foxborough), Jean Gallant (Halifax), Jayme Viveiros (Lakeville), Elizabeth O'Neil (Marion), Susan Berteaux (MMA), Olivia Melo (New Bedford), Debbie Wall (Pembroke), Melissa Campbell (Plainville), Linda Coelho (Taunton), Debby Conrad (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS)

Meeting called to order at 10:00 AM by Jayme Viveiros, President

Roll Call – Lisa Hart

Approval of Minutes of August 15, 2018

- Motion by Melissa Campbell (Plainville)
- Seconded by Olivia Melo (New Bedford)
- Unanimously approved

FY18 Treasurer's Report

- Motion by Carole Julius (Carver) to approve the Warrant 3.1.19 in the amount of \$266,566.08
- Seconded by Jocelyn Tavares (Dighton)
- Unanimously approved

FY18 Year-to-date Report

Debby Conrad reviewed the August 31, 2018 balance sheet and income statement.

Committee Reports

Executive Director Search Committee - Manny Leite

Interviews have been completed and one exceptionally strong candidate has been chosen. Kathy Lussier has a broad level of experience and is the unanimous choice of the committee. She has met with the membership and SAILS staff.

- Motion by Manny Leite (Foxborough) to offer Kathy Lussier the Executive Director position
- Seconded by Olivia Melo (New Bedford)
- Unanimously approved

Carole Julius (Carver), Manny Leite (Foxborough), and Jayme Viveiros (Lakeville) have been appointed to an executive director negotiation committee.

Budget Committee – Preliminary FY20 Budget Proposal

Presented by Debby Conrad. The preliminary budget includes a 1.75% increase in network assessments. The budget leave plenty of flexibility for the new executive director.

Circulation Policy Committee – Autorenewal project

The project is underway. Some schools may be added in the future. Circulation is up substantially. Patrons seem very happy.

PubPac – Enterprise Enhancement options

Laurie Lessner presented potential enhancements to embed cross-references and possibly add synonym list and stop word list.

Old Business

MLS Overdrive payment to SAILS – additional \$4450 for content

The additional funds are to support Mass Cat libraries not associated with a network. The funds will be used to purchase additional non-fiction content to support academics.

Library Showcase

A new logo was developed. Showcase will be held on November 7th at the Ted Williams Camp. September 30th is the deadline to submit proposals.

New Business

Resignation of Kristin Slater – appointment of Jennifer Michaud to serve as Interim Dept. Head.

Jennifer Michaud will hold interim position until new executive director make a decision on position.

- Motion by Manny Leite (Foxborough) to approve.
- Seconded by Carole Julius (Carver)
- Unanimously approved

Approval of new salary for Jennifer during her stats as Interim.

- Motion by Carole Julius (Carver) to increase Jennifer's salary to \$70,000 during the period she is the interim head of bibliographic services.
- Seconded by Olivia Melo (New Bedford)
- Unanimously approved

Revise By-Laws re: ex officio representative from MBLC

Debby Conrad discussed.

Discontinue monthly statistics now being run in Bluecloud Analytics and on website

Debby Conrad passed over this.

Report from Executive Director

See Attached.

Other

Results of the ARIS survey were presented by Laurie Lessner.

Jocelyn Tavares asked for members to join the Legislative Committee. Manny Leite volunteered the Boyden Library for the breakfast.

Adjournment

Manny Leite (Foxborough) made a motion to adjourn, seconded by Melissa Campbell (Plainville)) and approved unanimously. Meeting adjourned at 11:49 AM

Respectfully submitted,

Lisa Hart

Executive Director Report

September 19, 2018

The past month we have been focused on preparing for Kristin's departure, helping the K-12 members open for the 2018-2019 school year, and updating network documentation and procedures in preparation of a transition to new leadership.

I have been contacted several times by OCLC asking for clarification of our RFP for Cataloging Services. Responses are due October 4. Once we open the responses we can determine what our next steps should be. If the incoming Executive Director has been named by that point that person will be asked to participate in the evaluation of the responses.

I attended an employer benefits compliance workshop held by Sylvia Insurance. I suggest that the network contact our attorney in April 2019 to review our personnel handbook particularly as it relates to Medical and Family Leave. A new act will be going into effect July 1, 2019 regarding Medical and Family Leave and the handbook should be updated. There is also going to be a new employee withholding levy to fund this new program. At this time because of the size of the network staff SAILS as an employer will not have to contribute. The employee contribution will be .00063.

We are holding Circulation Roundtables in September. These have been well received and we are focusing on our mobile options for customer service. The Cataloging Services Staff sent out a questionnaire to ask what topics would be of interest for their fall Roundtables. Jennifer will be conducting the Roundtables which are scheduled for October 11, October 31, and December 5. Laurie is holding a User Services Staff meeting on October 3.

The PC Support Department (aka Jorj) has been very busy both diagnosing and fixing problems and installing new equipment. We were able to begin accepting orders for new equipment in late August but we are keeping an eye on his workload to make sure he doesn't get overwhelmed. The issue is that often the network isn't paid for new equipment until it is installed and we want to keep our outstanding receivables at a minimum.

I have been working with Fall River Public Library and New Bedford Public Library testing the addition of patron photos to patron records. It is simple to activate in Workflows, has no impact on our storage, and is workstation specific for display of pictures. Fall River is going to begin using the feature in the near future.

As of today we have received 7 proposals for presentations at the Library Showcase and 2 proposals for display tables. I hope we receive some more before the closing date of September 30.

We received notification that East Bridgewater has hired a new director. His name is Christopher McGee and he is coming from the Allegany County Library System in Maryland. Norfolk Public Library and the Wareham Free Library have been interviewing candidates for the director position. This means that 20% of the public library directors in the network will have been appointed in the past 7 months.

I attended a meeting of the Massachusetts Board of Library Commissioners at the Scituate Public Library. Wareham is on track to be recertified in November and our October membership meeting is being held at that library. The FY20 Legislative Agenda was being discussed – priorities for funding for that year will be additional funding for MLS and line item 9506.

I will be attending a meeting of the Network Administrators at MVLC on Friday, Sept. 21. I will be attending the annual SirsiDynix Consortia Special Interest Group meeting in Lehi, Utah September 26-29. I will also be taking some vacation October 1-3.