

Board Meeting

SAILS Library Network

December 19, 2018

In Attendance: Dina Brasseur (Acushnet), Carole Julius (Carver), Jocelyn Tavares (Dighton), Uma Hiremath (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Jean Gallant (Halifax), Jayme Viveiros (Lakeville), Lee Parker (Norton), Debbie Wall (Pembroke), Linda Coelho (Taunton), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS), Jennifer Michaud (SAILS)

Meeting called to order at 10:05 AM by Jayme Viveiros, President

Roll Call – Lisa Hart

Approval of Minutes of November 14, 2018

- Motion by Debbie Wall (Pembroke)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

FY18 Treasurer's Report

- Motion by Carole Julius (Carver) to approve the Warrant 6.1.19 in the amount of \$36,164.66
- Seconded by Jocelyn Tavares (Dighton)
- Unanimously approved

FY18 Year-to-date Report

Kathy Lussier reviewed the November 30, 2018 balance sheet and income statement.

Committee Reports

Nominating Committee – Nomination of Ellen Snoeyenbos to fill vacancy

Carole Julius, chair of the Nominating Committee asked if there were nominations for the board vacancy from those present. There being none she directed the secretary to cast a single vote for the slate as presented by the committee.

Legislative Breakfast Committee

Six legislators have responded so far. Senator Feeney as well as two Foxboro patrons are scheduled to speak.

Investment Committee

The committee met December 10th. The new relationship manager, Mary Friel, was introduced. The meeting was for review only there are no changes and no concerns at this point.

Old Business

Recommendation – Cataloging Utility RFP

After discussion a recommendation was made to continue with SkyRiver.

- Motion by Uma Hiremath (Easton) to continue with SkyRiver
- Seconded by Jocelyn Tavares (Dighton)
- Unanimously approved

BC Analytics Training

Laurie Lessner discussed. There have been some glitches with BCA, but the vendor is continuing to work on it. Laurie is continuing to update and develop needed reports. All libraries that have requested training have received it.

Auditor

A subcommittee consisting of Carole Julius (Carver) and Manny Leite (Foxborough) has been formed to search for a new auditor.

New Business

Overdrive RLA Meeting

Phase 2 is set to begin on February 2nd. The main properties being discussed are 1) New hold priority – Hold will be filled first for patrons of Advantage libraries that own copies, second for home consortium patrons and finally to visiting patrons. 2) Discussion about titles with metered access being available to home and visiting patrons. Currently the feeling is that this will be fine as long as all networks are participating. 3) Discussion about whether visiting patron should be able to make recommendations. Again currently the feeling is that this will be fine as long as all networks are participating.

Patron Survey on Search Results

Laurie Lessner discussed. 93% of the patrons responding have had as good or a better experience since enhancements have been added.

Corporate Resolution - Sign Contracts after authorization from Board officer

- Motion by Liane Verville (Fall River) to approve
- Seconded by Debbie Wall (Pembroke)
- Unanimously approved

Goals & Priorities for Executive Director During First Six Months

Board discussed the following goals for Kathy Lussier. 1) Visiting member libraries 2) Begin pre-planning for Strategic Plan 3) Staffing needs at SAILS office 4) Take initial steps for ILS evaluation process. Personnel committee will prepare formal goals.

Executive Director's Report – See Attached

Other

Debbie Wall brought up and the board discussed the possibility of SAILS purchasing a magazine collection for Overdrive. This will be discussed by the Overdrive committee and a recommendation will be made at the membership meeting.

Adjournment

- Manny Leite (Foxborough) made a motion to adjourn, seconded by Debbie Wall (Pembroke) and approved unanimously. Meeting adjourned at 11:20 AM

Respectfully submitted,
Lisa Hart

Executive Director's Report December 2018

I have spent the past two weeks becoming familiar with the SAILS operations as possible, focusing particularly on the areas that only Debby was knowledgeable about. I have also started meeting individually with SAILS staff to become better informed of their day-to-day responsibilities. Over the next couple of weeks, I'm planning to spend more time learning about Workflows so that I can begin helping with some of the support requests.

Our landlord, Canpro, is offering us an option to pay our rent via an Electronic Funds Transfer instead of by check. Our bank has confirmed that we can submit payment via an automatic bill pay in online banking if we want to pay this way. However, given the safeguards we have in place for expenditures, we have not previously enabled online bill payment for our checking account since most of our payments require a signature from a Board officer. Issuing checks to Canpro is not a problem for our current workflow, but issuing payments electronically could save on the number of checks and envelopes we use.

The SAILS office's annual maintenance for the Overdrive Media Station is up for renewal. Our last request from a library to borrow the Media Station was in the summer of 2017. Given the decreased usage for the Media Station, we have opted not to renew the maintenance license for this year.