

Membership Meeting SAILS Zoom Meeting April 15, 2020

In Attendance: Dina Brasseur (Acushnet), Christine Johnson (Attleboro), Jed Phillips (Bridgewater), Oscar Lanza-Galindo (BCC), Carole Julius (Carver), Jocelyn Tavares (Dighton), Peter Riedel (Dighton Rehoboth School District), Michelle Tapper-Racine (Dighton Rehoboth School District), Christopher McGee (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Liane Verville (Fall River), Manny Leite (Foxborough), Dorothy Stanley-Ballard (East Freetown), Jean Gallant (Halifax), Karen Stolfer (Hanson), Catherine Coyne (Mansfield), Randy Gagné (Middleboro), Olivia Melo (New Bedford), Elisabeth O'Neill (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Debbie Wall (Pembroke), Melissa Campbell (Plainville), Susan Lareau (Plainville Schools), Debbie Batson (Plympton), Gail Roberts (Rochester), Peter Fuller (Seekonk), Kate Hibbert (Seekonk), Jennifer St. Michel (Seekonk Schools), Susan Larson (Seekonk Schools), Audry Lamar (Seekonk Schools), Joanne Nichting (Somerset), Anne Meade (Southeastern Regional Vo-Tech), Eileen Dyer (Swansea), George Ripley (Wareham), Ellen Snoeyenbos (West Bridgewater), Sue Branco (Westport), Gretchen Lopez (Wrentham Schools), Linda Devore (Wrentham Schools), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS), Scott Kehoe (MLS), Tressa Santillo (MLS), Betsy Meaden (MLS)

Members Meeting Call to order at 2:02 PM by Jocelyn Tavares, President

Roll Call – Lisa Hart

Approval of March 18, 2020 Board Meeting Minutes

- Motion by Ellen Snoeyenbos (West Bridgewater)
- Seconded by Lee Parker (Norton)
- Unanimously approved

Approval of April 10, 2020 Emergency Board Meeting Minutes

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

Treasurer's Report

Warrant 10.1.20 in the amount of \$66,118.50

- Motion to approve by Carole Julius (Carver)
- Seconded by Debbie Wall (Pembroke)
- Unanimously approved

YTD Financial Report - Kathy Lussier reviewed the financials as of 3/31/2020.

Committee Reports

Budget Committee - Carole Julius

The committee met and decided there will be no changes to the budget at this point. A hiring freeze was recommended. Based on the recommendation of the Budget Committee, the board approved SAILS applying for the Payroll Protection Program loan. As long as employees are retained most of loan can be forgiven.

SAILS Assessment Review Ad Hoc Committee – Carole Julius

The committee has reviewed several potential formulas. The committee agrees that most libraries cannot absorb an increase of more than 2%. New formula will not be used until FY22 at the earliest. Increases to get libraries to formula total will be gradual. Actual telecom costs will be passed through.

Nominating Committee – Nominations for FY21 Board of Directors

Manny Leite (Foxborough) presented the following slate and asked for any other nominations.

Plymouth County - Jed Phillips, Bridgewater Public Library
Under 10,000 - Debbie Batson, Plympton Public Library
10,000-24,999 - Catherine Coyne, Mansfield Public Library
10,000-24,999 - Eden Ferguson, Raynham Public Library
Over 24,999 - Christine Johnson, Attleboro Public Library

Jocelyn Tavares (Dighton), hearing no other nominations directed the secretary to cast a single vote for the slate presented.

SirsiDynix Negotiations Committee

Kathy Lussier shared that not much has changed, she hopes to have more information for next board meeting.

Old Business

BCC Withdrawal – Update

Kathy Lussier discussed the mutual amnesty agreement. Holds have been turned off.

New Business

Sora Student Reading app from Overdrive – Tressa Santillo, MLS

Tressa discussed the new Commonwealth Ebook Collection and the Sora app.

COVID-19 Updates

Managing holds and notice when libraries re-open

Kathy Lussier and Laurie Lessner discussed the procedures being put into place to try to mitigate the deluge of all items being returned at the same time. Hold and return dates have been extended. All patrons will be notified when libraries are again filling holds. Holds will be suspended when libraries are first opened and then will be unsuspended gradually by first date placed. Due date reminder notices will be sent.

Next steps for schools

Kathy Lussier discussed the end of the year reports. New procedures will be developed if schools do not reopen this year.

Delivery – Betsy Meaden, MLS

When most libraries re-open delivery will begin. The first step will be to pick up bins that are already at the libraries. She should have more information after 4/16/2020 meeting.

Cares Act

Applying for Payroll protection program loan discussed during budget discussion.

Executive Director's Report (see attached)**Other****Adjournment**

Debbie Wall (Pembroke), made a motion to adjourn, seconded by Frank Ward (North Attleboro) and approved unanimously. Meeting adjourned at 3:31 PM

Executive Director's Report April 2020

Third Quarter Progress on FY20 Action Plan

We have now reached the end of the third quarter for the fiscal year. SAILS has made good progress in its third-quarter strategic initiatives from the FY20 Action Plan.

- The Overdrive Committee evaluated the new Overdrive magazine collection after its first year. The committee is mostly happy with the collection, and, based on the committee's recommendation, the Board approved a line item adjustment to the FY20 budget to increase the number of titles in the collection from 25 to 50. New titles include Esquire, Good Housekeeping, Forbes, and Field & Stream. The FY21 budget approved in October had already allocated funds to support 50 titles in the magazine collection.
- Acting on the recommendation of the ILS Evaluation Task Force, a small negotiations committee was formed. SAILS has started the negotiations process with SirsiDynix to continue using the product after our current contract expires in October 2020.
- The network held a very successful Legislative Breakfast at the Seekonk Public Library in January. There was some last-minute scrambling when the original location for the breakfast, the North Dartmouth library, was unable to host due to a delay in its opening date. However, it all ended well with good attendance from area legislators and engaging speakers.
- One third-quarter objective that was not met was to streamline processes to minimize network staff intervention in patron/library interactions (e.g. Patron PIN requests). Current work being done on HTML notices will help us with this initiative, but the SAILS office will be holding off on working on other parts of that objective until libraries are back open again.
- Work also continues on getting HTML notices available for patrons. These notices will include a logo and improved formatting. Laurie has created test notices for several libraries, but work was suspended on this project when the SAILS office began responding to library closures. Work on these notices will resume shortly.

Due to COVID-19, we expect delays with some fourth-quarter strategic initiatives. The network was planning to explore the addition of a patron credit feature, which would allow patrons to store funds in their library account to pay for fines, printing, etc. However, this is a project that should wait until patrons are using libraries again.

The SAILS office is also planning to delay the annual spring patron survey until libraries are open again.

Group Subscription for Electronic Resources

During our recent planning process, the network identified more opportunities for cooperative purchasing as a need. Chelsea has been working on a project to identify titles that might be good opportunities for getting a discount through a group purchase. She planned to send the survey out the week libraries started closing, at which point it didn't seem like a good time to collect feedback from the network. We plan to issue this survey soon.