

# **Membership Meeting SAILS Zoom Meeting August 19, 2020**

**In Attendance:** Christine Johnson (Attleboro), Carol Buote (Berkley), Jed Phillips (Bridgewater), Jocelyn Tavares (Dighton), Uma Hiremath (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Nicole Davignon (East Freetown), Jean Gallant (Halifax), Karen Stolfer (Hanson), Jayme Viveiros (Lakeville), Catherine Coyne (Mansfield), Elizabeth Sherry (Marion), Jennifer Jones (Mattapoisett), Olivia Melo (New Bedford), Elisabeth O'Neill (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Debbie Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Fergusson (Raynham), Whitney Pape (Rehoboth), Gail Roberts (Rochester), Jennifer St. Michel (Seekonk Schools), Joanne Nichting (Somerset), Eileen Dyer (Swansea), George Ripley (Wareham), Ellen Snoeyenbos (West Bridgewater), Laura Williams (West Bridgewater), Sue Branco (Westport), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS)

**Members Meeting Call to order** at 2:00 PM. by Gail Roberts, President

**Roll Call** – Lisa Hart

**Meeting Minutes Approval Process** - Reviewed

**Treasurer's Report**

**Warrant 2.1.21 in the amount of \$55,632.57**

- Motion to approve by Christine Johnson (Attleboro)
- Seconded by Jed Phillips (Bridgewater)
- Unanimously approved

**YTD Financial Report** - Kathy Lussier reviewed the financials as of 7/31/2020.

**Committee Reports**

**Budget Committee**

Christine Johnson (Attleboro) spoke. The committee met 8/12/20. Kathy Lussier presented a worst case budget scenario. The possibility of using reserves to cover any gap was discussed. Committee recommended a budget with no increase to Annual Assessments for FY22. Committee also asked Kathy to look at lower payroll increases.

**Circ Policy Committee**

**Vote on recommendation to allow blocked patrons to perform some self-service functions**

A motion was made that the SAILS Library Network allow blocked patrons to place, remove, and suspend holds; pay bills; and renew materials through Enterprise and the mobile app for as long as libraries are placing checked-in materials into quarantine.

- Motion to approve by Jayme Viveiros (Lakeville)
- Seconded by Debbie Wall (Pembroke)
- Unanimously approved

## **Overdrive Committee**

### **Vote on recommendation to implement Cost Per Circ model for selected holds fulfillment and Portuguese materials**

A motion was made that SAILS try a cost per circ for a Portuguese collection and for titles with low holds for six months at \$500 maximum per month.

- Motion to approve by Gail Roberts (Rochester)
- Seconded by Frank Ward (North Attleboro)
- Unanimously approved

## **Automatic weeding**

The Overdrive committee discussed automatically weeding expired titles that have no holds and low circ activity.

## **PubPAC**

Laurie Lessner discussed. The committee met last week. They reviewed two upgrades to OPAC, FRBRish and Tabs to the Top.

## **Old Business**

### **COVID-19 Updates**

### **Results of survey on Overdrive blocks, OUREG privilege expirations, and ComCat readiness**

Kathy Lussier discussed

### **Assumed Lost schedule**

SAILS will suspend the assumed lost process. Libraries that want to reinstitute the assumed lost process should contact support.

### **September 1 privilege expiration date**

Kathy Lussier discussed extending the date to the end of September.

### **FY21 Committee Appointments - Elizabeth Sherry (Marion) appointed chair, PubPAC Committee**

## **New Business**

### **Vote on Privacy Policy Update**

This was tabled to a future meeting.

### **Vote on Statement Reaffirming Privacy Policy in light of contact tracing**

- Motion to approve by Eileen Dyer (Swansea)
- Seconded by Manny Leite (Foxborough)

- Unanimously approved

#### **Vote to establish Electronic Resources Advisory Committee**

- Motion to approve by Frank Ward (North Attleboro)
- Seconded by Lee Parker (Norton)
- Unanimously approved

#### **Vote to establish Digital History Advisory Committee**

- Motion to approve by Jayme Viveiros (Lakeville)
- Seconded by Frank Ward (North Attleboro)
- Unanimously approved

#### **SAILS Showcase - November 3**

Membership thought the Showcase was a good idea, but asked that the date be changed.

#### **Executive Director's Report - See Attached**

#### **Assistant Director for Technology Services Report - See Attached**

#### **Other**

#### **Adjournment**

Liane Verville (Fall River), made a motion to adjourn, seconded by Frank Ward (North Attleboro) and approved unanimously. Meeting adjourned at 3:28 PM

# SAILS Executive Director's Report

August 2020

## **FY21 Action Plan**

With the start of a new fiscal year, we are beginning work on the objectives laid out in the FY21 Action Plan. As part of the action plan, we have been shifting some responsibilities in the SAILS office so that Chelsea Hester can take on more Member Services tasks. Specifically, she has been working on the compilation of circulation tips and procedure reminders that will be part of a project first raised at the January Membership meeting where we would like to provide tip boxes for the circ desks at each of our member libraries.

Other parts of the Action Plan we have begun working on include the evaluation of the SAILS digital history collection, the establishment of the electronic resources advisory committee, and the work PubPac has been doing to look at possible improvements to Enterprise. Over the next couple of months, I also plan to roll out information to public libraries regarding options for increasing bandwidth on the SAILS line, which will be done at additional cost to the library.

## **MBLC Grant Applications**

All applications for network grant funding are due at the end of this week. Because the state budget is still in limbo, the networks do not yet have any idea how much funding will be available in this year's grant round.

## **Cardinal Spellman and Apponequet Regional High School**

The library record for Cardinal Spellman High School was updated Monday and renamed as Apponequet Regional High School (ARHS). SAILS staff will work with Apponequet to get their items loaded soon. However, since those items do not currently use Codabar 14-digit barcodes, the library will need to barcode the collection before they will be available to the rest of the network. We plan to shadow their materials during the barcoding project.

BCC and its items and users remain in the database. We will not begin removing their assets until October.

## **Janway Hand Sanitizer Stands**

The network coordinated a group purchase of Janway hand sanitizer display stands that come with a banner encouraging good hygiene among patrons. Most of the equipment has arrived at the SAILS office, and we are now coordinating pickups among participating libraries.

## **Assistant Director for Technology Services Report**

The pubpac committee has been looking at a couple new features, such as FRBRish, which combines various formats onto one record. This also includes setting a new search field to select some unrecognized formats through the 538, technical details tag.

The next enterprise may be available Oct. 2nd.

We continued configuring & testing self-check in the mobile app - it's now using SIP2 vs. web services, which only means that we are already able to use it and we won't have to wait until the next version gets released. I just learned today that the version with the self-check feature is set to be released in the next 2 weeks.

We'll be upgrading to Symphony 3.7 this coming Sunday. -

There are a couple new features - the user alerts can include the notes field, which is great to see automatically if they're relevant.

And an add-on product that is included in our new contract of a database update tool. We need to get it installed and then anyone using it will need to be trained.

I worked with New Era technology to allow sails staff to access the test server from home.

We've been looking into Symphony Web. We'll be discussing it at the meeting with the schools next Tuesday.

I also have some things to work, after this meeting, such as getting out some numbers and running and updating a few reports