



Board Meeting Zoom Conference Call September 16, 2020

In Attendance: Christine Johnson (Attleboro), Jed Phillips (Bridgewater), Carole Julius (Carver), Christopher McGee (East Bridgewater), Catherine Coyne (Mansfield), Susan Berteaux (MMA), Elisabeth O'Neill (Norfolk), Debbie Wall (Pembroke), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Eileen Dyer (Swansea), Linda Coelho (Taunton), Ellen Snoeyenbos (West Bridgewater), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS)

Call to order at 10:01 A.M. by Gail Roberts, President

Roll Call – Lisa Hart

Approval of Minutes of July 15, 2020 Board Meeting

- Motion by Ellen Snoeyenbos (West Bridgewater)
- Seconded by Debbie Batson (Plympton)
- Unanimously approved

FY20 Treasurer's Report

Warrant 3.1.21

- Motion by Christine Johnson (Attleboro) to approve Warrant 3.1.21 in the amount of \$53,545.57
- Seconded by Ellen Snoeyenbos (West Bridgewater)
- Unanimously approved

FY20 YTD Financial Report

Kathy reviewed the balance sheet and income statement as of 8/31/2020.

Committee Reports

Budget Committee – Recommended FY21 Budget

The Budget Committee met last week. They recommended the attached budget. The total assessments are level funded and revenue is conservative due to the uncertainty of the state grant funding. The budget will be presented to Membership at the October meeting.

Old Business

Restarting Commonwealth Catalog (Discussion)

Kathy updated the board. The restart date is 9/21/20.

Privacy Policy Update (Vote)

- Motion by Eileen Dyer (Swansea) to approve the policy
- Seconded by Jed Phillips (Bridgewater)
- Unanimously approved



MBLC - e-rate funding opportunities and filtering follow-up (Discussion)

New Business

Request for Extension of SAILS Assessment Payment – Fall River (Vote)

- Motion by Ellen Snoeyenbos (West Bridgewater) to approve extensions for Fall River
- Seconded by Debbie Wall (Pembroke)
- Unanimously approved

Possible reduction in SAILS office space (Discussion)

The Board discussed the possible reduction of SAILS office space, which would reduce the size of SAILS meeting room space. More meetings would be held via Zoom and at member libraries. No final decisions have been made.

SAILS record retention policy (Vote) - TABLED

SAILS hold fulfillment policy - clarification on policy for restricting holds on materials (Discussion)

Suggested changes were to clarify/update collections that are eligible to restrict holds and to require a Board vote only for collections that are not covered by the policy. The policy will be brought to the October Membership Meeting for vote.

Executive Director's Report - See Attached

Assistant Director for Technology Services Report – See Attached

Other

Adjournment

Debbie Wall (Pembroke) made a motion to adjourn, seconded by Elisabeth O'Neill (Norfolk) and approved unanimously. Meeting adjourned at 11:54 AM.



SAILS Executive Director's Report

September 2020

K-12 School Libraries

Schools just started this week, and, as always, the SAILS office has been busy loading new students into the database and answering questions.

This year, holds for K-12 libraries from the rest of the network will not be turned on until October 5 to give them time to settle into their new routines. Several school libraries will not be circulating physical materials. They do not know if these restrictions will be lifted later in the school year. We will not be turning holds on for those libraries until they start circulating physical materials. From what I understand, several are not yet on delivery either. I will be following up with them to get clarification on when they will be starting delivery.

I have talked to the business manager at the Plainville schools. They will continue circulating on the system even though they are without a school librarian. Their intent is to eventually restore the position, but, of course, it is dependent on budgets. I have not heard from Somerset Berkley High School since sending the letter regarding SAILS membership.

We are also starting the process of bringing Apponequet High School on board. We have received the school library's MARC files and need to make some adjustments before we upload them to the system. Julie O'Brien, the school librarian, will need to barcode the collection before they can begin circulation and holds.

Library Showcase

The SAILS Library Showcase will be scheduled for 1:30 p.m. on Wednesday, November 18 as this date worked best for those who responded to the poll. I put out the call for proposals and have already received one.

Failed SMS Messages

As part of our new contract with SirsiDynix, we receive credits for custom consulting and reports. One item we are looking at is improved reporting for those failed SMS messages. The wizard Lisa uses to retrieve those failed messages contains limited information, making it difficult to determine which library should handle the notice. I am looking at getting a custom report created that works similarly to the iTiva failed calls notice that is emailed daily to libraries and also emails the notice to those patrons who have an email address in their record.

Comcast Connection

I will be working with ComCast over the next month to get pricing for libraries that want to upgrade the bandwidth on their Comcast lines. The e-rate libraries were upgraded to 75/15 mbps in July because we



couldn't sign a new contract with the 50/10 mbps we previously were using. With the new assessment formula, libraries will be paying for the actual cost of their lines, which will allow them to upgrade their bandwidth if desired. I plan to roll out information about these options starting in October.

SAILS Assistant Director for Technology Services Report

September 2020

I attended an enterprise development update meeting. The search is going to be prioritized, so a few other features are put on hold until early 2021. SirsiDynix will be looking for beta testers and we already have a beta test site set up with them and we'll certainly participate. FRBRish will be supported in any new version.

We are awaiting a quote for the custom features we would like to see in FRBRish. These are all to do with usability vs. functionality. Out of the box it works. If we're not able to get it configured in a reasonable time, we'll look into pushing ahead with putting out the tabs at the top of the details page, so our novelist content is front and center.

BC Mobile self-check still isn't working for scanning barcodes in apple devices. I don't know what to say about that.

The upgrade to Symphony 3.7 went off very smoothly.

Yesterday we had a meeting with our "sure sailing" consultant and we discussed some issues with the logins for Symphony Web. We're trying to figure out a best way to roll out new logins for the schools, at the moment, and still have our database secure. It won't be a problem, but takes some careful thought.

A number of workshops have been scheduled for the end of this month; searching for library staff, comcat, and weeding reports in BCA. Please have your staff take a look and sign up. If none of the dates work for you, we can schedule a one on one or I can also work with an individual library.

I've been looking at BlueCloud Courses. This is a replacement for Academic Reserves and seems very robust. We will need to train libraries who are interested in using it to its fullest extent. There seems to be quite a bit of setup first. We'll keep everyone posted on the progress.

I had a fun time talking with Novelist about a new collection analysis tool they're working on. It will have 3 components; awards, which I didn't find very exciting, series, that will be very helpful, and collection diversity. It is going to be an add-on service, I assume, but it was good to be able to give them feedback from the network perspective vs. an individual library.