**Board Meeting**

**Zoom Conference Call  
November 18, 2020**

**In Attendance:**  Christine Johnson (Attleboro), Carole Julius (Carver), Christopher McGee (East Bridgewater), Catherine Coyne (Mansfield), Susan Berteaux (MMA), Elisabeth O’Neill (Norfolk), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Eileen Dyer (Swansea), Ellen Snoeyenbos (West Bridgewater), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS), Frank Ward (North Attleboro)

**Call to orde**r at 10:01 A.M. by Gail Roberts, President

**Roll Call** – Lisa Hart

**Approval of Minutes of September 16, 2020 Board Meeting**

* Motion by Christopher McGee (East Bridgewater)
* Seconded by Catherine Coyne (Mansfield)
* Unanimously approved

**FY20 Treasurer’s Report**

Warrant 5.1.21

* Motion by Christine Johnson (Attleboro) to approve Warrant 3.1.21 in the amount of $44,653.64
* Seconded by Debbie Batson (Plympton)
* Unanimously approved

Chris Johnson announced that she is resigning from the Board and that a new treasurer will need to be appointed. Interested board members should contact Manny Leite or Carole Julius or send an email to [nominating@sailsinc.org](mailto:nominating@sailsinc.org).

**FY20 YTD Financial Report**

Kathy reviewed the balance sheet and income statement as of 10/31/2020.

**Committee Reports**

**Investment Committee – Frank Ward**

Frank Ward reported on the last Investment Committee meeting. See attached minutes.

**Old Business**

**Possible reduction in SAILS office space (Discussion)**

Kathy discussed the possible new layout.

**Bibliographic Record Loading Policy (Vote)**

* Motion Ellen Snoeyenbos (West Bridgewater) to approve the policy
* Seconded by Christopher McGee (East Bridgewater)
* Unanimously approved

**COVID-19 Updates (Discussion)**

SAILS staff has started preparing for some rollback of library services due to COVID-19. Information was shared in the newsletter about information libraries should send to SAILS if they need to move to curbside pickup or temporarily closed. SAILS is planning to handle holds differently if there is another suspension of delivery service. SAILS will continue to run the local hold pull list, but will not selectively suspend holds. Staff will be expected to cancel any prompts to put items into transit. SAILS also plans to change a setting that will allow materials checked-in at a pickup location to fill a hold even if an item is already in transit to fill that hold.

**New Business**

**Personnel Committee – representative from Board is needed**

Elisabeth O’Neill (Norfolk) volunteered and was appointed by Gail Roberts, President.

**December Board meeting and January Membership meeting (Discussion)**

The December date, 12/16/20, will be held in case of business that needs to be completed, otherwise the meeting will be cancelled. The Board will be notified one week before the meeting date. The January Membership meeting, 1/20/21, will be moved to a Zoom format.

**MBLC Funding Update**

As of now it looks like all grants will be funded.

**Executive Director’s Report - See Attached**

**Assistant Director for Technology Services Report – See Attached**

**Other**

**Adjournment**

Catherine Coyne (Mansfield) made a motion to adjourn, seconded by Elisabeth O’Neill (Norfolk) and approved unanimously. Meeting adjourned at 10:50 AM.

## SAILS Executive Director’s Report

November 2020

**Apponequet Regional High School**

Jenn, Chelsea and I have been working the past few weeks on loading the bib records for Apponequet Regional High School. This is the first bibliographic load for a new library that the office has done since Kristin left SAILS. It took a little trial and error, but the records are loaded and Apponequet has started the rebarcoding process. Once they barcode 80% of the collection, they will be eligible to being circulation and resource sharing on the system.

**Online Classes**

All SAILS classes were moved to an online format after COVID hit. The final class to make the transition to an online format is the beginning cataloging class that is provided to anyone who is creating new request records in the system. Jenn has started to reach out to libraries this month to offer this training to staff who has requested it. We’ll send an email out once these initial classes are done to see if anyone else needs training. Because this is traditionally a hands-on class, we will be offering this as a one-on-one class or to multiple people from the same library.

**Audit**

The auditors completed the SAILS audit at the beginning of November. Lisa and I will be meeting with the auditors separately to go through some of the nuts and bolts of their recommendations that we weren’t able to go through last year when they met with the Board. We will talk to them about meeting with the Board at that time.

**Library Showcase**

The SAILS Library Showcase is scheduled for 1:30 p.m. today.

## SAILS Assistant Director for Technology Services Report

November 2020

This month I've been setting up several self-checks for BC Mobile, as well as trying out click & collect, for the showcase demo. We put the Enterprise widget, "tabs to top", into production. I was able to get back into LibraryAware a bit, by researching how to share templates. One issue that was discovered was a wrong date setting on the courtesy notices. The selection criteria negated any results, so these were updated with the correct date ranges. Some time was also spent troubleshooting the itiva server. It needed to be rebooted because some process had stopped and notices weren't being sent out. Ancestry links were updated in enterprise, since they are extending the at-home access until at least the end of the year. A regular back-up method was put in place for the SAILS website and I've also been, slowly, working on getting the library database and services offerings incorporated into the library directory on the website. That should be done very shortly.

SAILS Board Meeting

November 18, 2020

Report of the Investment Committee:

SAILS employees’ 403(b) plans are in the custodianship of TIAA with the assistance of Alpha Pensions.  Alpha will continue to provide SAILS staff with advice on an annual basis.  This will Help SAILS meet its fiduciary responsibilities as an employer and will provide stability to the staff, which they identified as important.  In the future, the network may move the holdings to CORE.  CORE is made available by the Commonwealth for smaller non-profits.

The SAILS Network has an investment policy proposes ranges of investment in three areas:  Equities, Fixed Income, and Cash.  The proposed ranges for Equities are 0%-35% (target of 30%); for Fixed Income 0%-80% (target of 70%); and Cash 0%-10% (target less than 5%).  The target for return is 3%.

The current allocations are as follows (October 31, 2020)

Equities:            26.70%

Fixed Income:   58.07%

Cash:                 15.23%

The Cash allocation is above the proposed cap of less than 5%.  But the committee recommends maintaining this level of cash in the current environment in case reserves are needed to supplement the network’s budget.  Likewise, the committee recommended against using the reserves as seed money for new programs and services, as is the case in some other networks, until there is greater economic stability.

Respectfully submitted,

Frank Ward  
North Attleborough