



## MEMBERSHIP MEETING MINUTES

January 20, 2021

Zoom Conference Call

**In Attendance:** Dina Brasseur (Acushnet), Amy Rhilinger (Attleboro), Carol Buote (Berkley), Jed Phillips (Bridgewater), Carole Julius (Carver), Jocelyn Tavares (Dighton), Christopher McGee (East Bridgewater), Uma Hiremath (Easton), Ian Dunbar (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Nicole Davignon (East Freetown), Karen Stolfer (Hanson), 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), Eden Fergusson (Raynham), Gail Roberts (Rochester), Kate Hibbert (Seekonk), Joanne Nichting (Somerset), Ellen Snoeyenbos (West Bridgewater), Laura Williams (West Bridgewater), Mary Tobichuck (Wrentham), Kathy Lussier (SAILS), Lisa Hart (SAILS), Laurie Lessner (SAILS), Chelsea Fernandes (SAILS)

Call to order – Gail Roberts 2:08 P.M.

Roll Call – Lisa Hart

Approval of October 21, 2020 Membership Meeting Minutes

- Motion by Ellen Snoeyenbos (West Bridgewater)
- Seconded by Debbie Wall (Pembroke)
- Unanimously approved

Treasurer's Report

Warrant 7.1.21 in the amount of \$53,375.07

- Motion to approve by Frank Ward (North Attleboro)
- Seconded by Manny Leite (Foxborough)
- Unanimously approved

YTD Financial Report presented by Kathy Lussier

PPP loan is still a liability, however, loan forgiveness paperwork has been sent. First grant payment from the MBLC has been received.



## Committee Reports

### Personnel Committee – Recommendation to Continue Emergency Paid Sick Leave through March 31, 2021 (Vote)

The Personnel Committee moves that SAILS voluntarily extends Emergency Paid Sick Leave, as mandated in the Families First Coronavirus Response Act (FFCRA), through March 31, 2021

- A motion was made by Jocelyn Tavares (Dighton)
- Seconded by Jed Phillips (Bridgewater)
- Unanimously approved

## Old Business

### Optional Bandwidth Upgrades (Discussion)

## New Business

### Overdrive - Sharing of Lucky Day titles and Concurrent Use Licenses via LEA (Vote)

A motion was made to share the Overdrive Concurrent Use licenses with other networks based on their willingness to share, but not share the Lucky Day titles.

- Motion was made by Ellen Snoeyenbos (West Bridgewater)
- Seconded by Liane Verville (Fall River)
- Unanimously approved

### Overdrive - New magazine purchasing model (Discussion)

Overdrive magazine subscription will be going from \$22,000 to about \$40,000 due to an influx of titles from RB Digital. There is no option for individual titles. SAILS is looking at Flipster. Titles are purchased individually from them. SAILS will schedule a demonstration of this for Directors.

### SAILS Digital History Future Directions - Chelsea Fernandes (Presentation and Discussion)

Chelsea presented the current platform and possible other ways to handle this collection. She will be following up with a survey to get input from Directors.

### Library Databases & Services Directory - Laurie Lessner (Presentation)

Laurie demonstrated how this directory can be updated by libraries.

### Upcoming discussion on consistent circulation policies and procedures (Discussion)



Circulation committee is meeting 2/2/21 to discuss this.

#### Budget Committee Appointment

Olivia Melo (New Bedford) was appointed to this committee to fill a vacancy.

Executive Director's Report - See Attached

Assistant Director for Technology Services Report – See Attached

Other

Adjournment

Christopher McGee (East Bridgewater), made a motion to adjourn, seconded by Carole Julius (Carver) and approved unanimously. Meeting adjourned at 3:48 PM



# SAILS Executive Director's Report

January 2021

## Progress on FY21 Action Plan

As we begin the third quarter of the fiscal year, now is a good time to review the progress on the Q2 objectives in the SAILS FY21 Action Plan.

SAILS has made good progress on the following Q2 objectives

- Organize a Library Showcase that will allow SAILS libraries to share new programs they are implementing with technology.
- Roll out information on upgrading lines for those libraries that are looking for more bandwidth.
- Attend annual COSUGI meeting, annual Consortium Special Interest group and Connections online conference to keep up to date on upcoming SirsiDynix development - Laurie and I attended the annual Consortium Special Interest group meeting in September.
- Implement new customizations for an improved "look and feel" for the discovery layer. - SAILS added new tabs to records in Enterprise to spotlight summaries and the added content available from Novelist. Laurie continues to work with SirsiDynix on improved search results that group multiple formats of a title into one search result.
- Evaluate other options to work in conjunction with the Digital History collection to make the collection available through the SAILS Discovery layer.
- Offer a minimum of four online and in-person training opportunities each fall and spring and Move a majority of SAILS classes to an online format. SAILS obviously could not offer in-person training opportunities, but was able to provide fall online training in ComCat, weeding reports, searching for staff, and basic cataloging. We also continue to make SirsiDynix mentor training available for staff and can do custom training for staff at an individual library. We are continuing this training into quarter 3 with classes on BC Analytics, serials, and basic Overdrive skills.
- SAILS will hold circulation and cataloging roundtables in the fall that will allow for informal discussion among library staff. One technical services roundtable and two circulation roundtables were held via Zoom in the fall.
- Evaluate improved methods for sharing information about databases, public library services and museum passes. We have started this project with the new database and services directory Laurie created on the SAILS web site.
- Maintain a 2% cap on assessment increases during the annual budget process. The FY21 budget was passed with this cap in place.

The Q2 objectives SAILS is behind on relate to the formation of an electronic resources advisory committee to select electronic resources that can be made available to libraries as a core or add-on service. I will work on that objective this quarter.

## PPP Loan

I have submitted the application to request forgiveness for the loan made available to SAILS through the Payroll Protection Program. The network has not heard back on the status of that application, but we should be eligible for the entire loan to be forgiven.



### **Overdrive**

The network received its LEA grant from the MBLC last month, which means we can increase ordering of high-demand materials again. With these funds, we are also re-ordering several expired titles that have acquired holds over the past year. We've been working on a process we can use to weed titles so that we don't see too many expired titles gathering holds. When we received LEA funds last year, we were able to decrease the average hold wait period from 52 days to 34 days. The average hold wait period is back up to 44 days, but I'm hoping we can get that number down again.

### **Circulation tips**

Last year, we reported that we would be using a grant from the Island Foundation to help fund purchase of circ tip boxes that can be kept at a library's circ desk. Chelsea has pulled these circ tips together, and we are about ready to create these boxes. We plan to be able to distribute them to libraries once libraries are closer to providing full in-person service again. Chelsea will also be sharing these tips on a monthly basis through the newsletter.



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

**January 2021**

Since the last time we met, a few lingering projects have been wrapped up. The symphony server was migrated over to the linux redhat operating system. It went fairly smoothly. Sirsi hosting services was very responsive to problems and worked quickly to get them fixed. This change won't affect anyone but probably me, and it will allow us to get the Data Control product installed, which should be this week. This will allow us to modify the database in a more user friendly interface.

I had fun putting out the most popular titles report for 2020. Surprisingly, or maybe not, the top titles were very close to the same as the year before. Where the crowd sings is #1 again.

The library directory project is finally done. The edit form allows authorized users to update their individual library information. This includes the available databases and services.

Click & Collect is fully functional, and now that patrons have the option to use a browser and don't need the app, it could prove to be more accessible. So again, if you would like to hear more about it, please let me know. Also added to the app are book list carousels of new titles.

Several people have signed up for training in BC Analytics and that's keeping me busy and looking forward to being able to do in-person training again.