

MEMBERSHIP AND BOARD MEETING

January 19, 2022

Zoom Conference Call

10:00 AM

SAILS MEMBERSHIP MEETING

In Attendance: Dina St. Pierre (Acushnet), Amy Rhilinger (Attleboro), Carol Buote (Berkley Public Library), Jed Phillips (Bridgewater Public Library), Carole Julius (Carver Public Library), Lynne Antunes (Dartmouth Public Library), Jocelyn Tavares (Dighton Public Library), Christopher McGee (East Bridgewater Public Library), Uma Hiremath (Easton Public Library), Ian Dunbar (Easton Public Library), Kyle DeCicco-Carey (Fairhaven - The Millicent Library), Timarie Malo (Fall River - Durfee High School), Jean Gallant (Halifax - Holmes Public Library), Karen Stolfer (Hanson Public Library), Jayme Viveiros (Lakeville Public Library), Elizabeth Sherry (Marion - Elizabeth Taber Library), Elisabeth O'Neill (Norfolk Public Library), Frank Ward (North Attleboro Public Library), Marcie Walsh O'Connor (Pembroke), Melissa Campbell (Plainville Public Library), Mike Slawson (Plympton Public Library), Gail Roberts (Plumb Library, Rochester), Kate Hibbert (Seekonk Public Library), Jessica Cabral-Lafreniere (Somerset-Berkley High School), Diane White (Somerset Public Library), Eileen Dyer (Swansea Public Library), Patrick Marshall (Wareham Public Library), George Ripley (Westport Public Library), Kathy Lussier (SAILS), Laurie Lessner (SAILS)

Call to order – at 10:04 am by Carole Julius, President

Roll Call – Kathy Lussier

Approval of October 20, 2021 Membership Meeting Minutes

- Motion to approve by Jed Phillips (Bridgewater)
- Seconded by Dina St. Pierre (Acushnet)
- Abstentions: Patrick Marshall and Marcie Walsh O'Connor

FY22 Treasurer's Report

- Motion by Frank Ward (North Attleboro) to approve Warrant 7.1.22 in the amount of \$57,162.41
- Seconded by Patrick Marshall (Wareham)
- Approved unanimously

YTD Financial Report

- Kathy Lussier reviewed the balance sheet and income statement as of 12/31/2021

Committee Reports:

Privacy Audit Task Force - Kathy Lussier and Eileen Dyer (Swansea)

- Kathy Lussier and Eileen Dyer showed an interim report via a slideshow presentation
 - reviewing ALA checklist for Integrated Library Systems
 - will have final recommendations available at the April meeting
 - will send a survey to Directors and Circulation contacts by the end of this week

- Eileen Dyer (Swansea) discussed the use of the USERCAT1 and the collection of possible unnecessary information; the retention period for patron data; and the possibility of removing title information from email notices.
- Kathy Lussier (SAILS) discussed options for anonymizing slips for self-serve holds shelves and plans to encrypt patron PINs/passwords, which will hide that information from staff. She also reviewed other in-house tasks done to ensure the link between patrons and transactions is removed.

Legislative Breakfast Committee

- Jayme Viveiros (Lakeville), Chair - a virtual event will be held in March. Awaiting feedback from Legislators and speakers regarding availability.

Old Business

- Statewide project to explore online patron registration - Kathy Lussier
 - The network administrators have agreed to move forward with Quipu to provide address verification for online card registrations.
 - Send out a Survey to get feedback on verification levels and online renewal for patron accounts.
- H.4120 Legislation for Reasonable Terms in E-book pricing - Kathy Lussier
 - The MLA Legislative Committee has convened a working group to develop consensus language between the current legislation, which contains language that has undergone a copyright challenge in Maryland, and an amendment developed by Library Futures that would rely on state consumer protection legislation. Kathy Lussier (SAILS) and Eileen Dyer (Swansea, MLA Legislative Committee) are members of this working group.

New Business

- Upcoming changes to Enterprise (Demo) - Laurie Lessner
 - Laurie Lessner (SAILS) reviewed upcoming changes to Enterprise that we expect to be released next month.
- Novelist / LibraryAware Renewal - Kathy Lussier
 - Motion to approve the renewal of Novelist including LibraryAware, NovelList Plus, and NovelList K8 Plus by Frank Ward (North Attleboro)
 - Seconded by Dina St. Pierre (Acushnet)
 - Approved unanimously

Executive Director's Report - sent via email after meeting

Assistant Director for Technology Services Report - sent via email after meeting

Other - none

Adjournment

Motion made by Patrick Marshall (Wareham) to adjourn, motion seconded by Frank Ward (North Attleboro) at 11:30 am

SAILS BOARD MEETING

Called to Order - at 11:31 am by Carole Julius, President

In Attendance: Carol Buote (Berkley); Jed Phillips (Bridgewater); Carole Julius (Carver); Christopher McGee (East Bridgewater); Kyle DeCicco-Carey (Fairhaven); Elizabeth Sherry (Marion); Elisabeth O'Neill (Norfolk); Gail Roberts (Rochester); Kate Hibbert (Seekonk); Eileen Dyer (Swansea); Kathy Lussier (SAILS); and Jill Treeful, Kristin LeClair, Chelsea Callahan (Treeful Damaso Aniceto)

Accept December 13, 2022 E-mail vote to provide \$1,350 stipend for SAILS intern

- Motion to accept the December 13, 2022 e-mail vote to approve a \$1,350 stipend for SAILS intern by Kate Hibbert (Seekonk)
- Seconded by Eileen Dyer (Swansea)
- Approved unanimously

Meeting with Treeful Damaso Aniceto

- Auditor's report with no significant deficiencies or findings
- Investment recordings are being done properly by month
- Explained changes in revenue guidance where grant income can no longer be recorded as Deferred Revenue
- Noted that all documentation was received in a timely and efficient manner
 - Motion to accept the FY21 Audit as resented by Treeful Damaso and Antecito by Jed Phillips (Bridgewater)
 - Seconded by Gail Roberts (Rochester)
 - Approved unanimously

Adjournment

Motion made by Christopher McGhee (East Bridgewater) to adjourn, motion seconded by Jed Phillips (Bridgewater) at 11:42 am

Assistant Director for Technology Services Report

January 2022

As demonstrated at today's meeting, we have many changes coming to Enterprise. I've been dividing my time between these changes and the privacy/cybersecurity audit.

Salesforce, the helpdesk tool we use, is requiring users to set up multi factor authentication beginning Feb. 1st. We bought USB security keys so we could get some experience in how they work, in case we end up needing to have more secure access with other applications. I helped set these up and show the SAILS staff. All went smoothly when I tried it.

We scheduled a monthly process in BC Analytics to remove old history logs and replace them with the privatized logs from the symphony server. Our first running of this coincided with a server outage and failed. It had been re-run and finished fine.

SAILS Executive Director's Report

January 2022

FY22 Strategic Initiatives

As we start the third quarter for the fiscal year, it's time to check on how we're progressing on our FY22 strategic initiatives. SAILS had two very large initiatives from quarter 1 that, not only continued through the second quarter, but will most likely continue through the rest of the fiscal year. The initiative to evaluate options for improving self-registration has resulted in proposals from two companies that would verify addresses for online card registrations and provide an electronic renewal service. The privacy audit that started in the first quarter is likely to continue through the rest of the year, but we've made great progress on identifying areas where we might tighten up patron privacy practices. The first quarter goal to implement a kids mobile app is delayed as we wait for progress from the third-party vendor that develops our apps.

For Q2, the network worked on its goal to provide digital history outreach to libraries. Chelsea Fernandes scheduled a Zoom session to provide an overview of how libraries can add materials to the SAILS digital history collection. She also scheduled a session about getting started with the Digital Commonwealth catalog, but the presenter needed to reschedule it due to illness. We plan to hold the session next month. The network also held two circulation roundtables and a cataloging roundtable. Laurie reviewed the functionality of Syndetics Unbound with the PubPac Committee and determined it would be a suitable replacement for NovelistSelect, leading to today's recommendation to renew our Novelist package without NovelistSelect.

With so much time spent on the above network initiatives and a new focus on Cybersecurity, there were some Q2 initiatives that the network has not yet addressed. The Library Showcase was postponed due to concerns over COVID and a reluctance to conduct another one over Zoom. When we are on the other side of the current COVID surge, we will revisit the possibility of scheduling it in the spring. The goal to identify a new electronic resource as a cooperative purchase or network-wide subscription was delayed after the new chair of the Electronic Resources Advisory Committee left the network. SAILS staff also did not start work evaluating Harvest Unleashed, a custom project from SirsiDynix that may improve Enterprise searches by finding records through authority record cross-references. SAILS staff plans to review this product later in the fiscal year.

SAILS Intern

Melissa Kimmer, Technical Services librarian at the Raynham Public Library, will be doing an internship at SAILS to create short video tutorials covering specific circulation procedures, particularly those procedures that popped up as areas of concern during our spring circulation focus groups. Melissa is currently a student in the School of Information Science & Learning Technologies at the University of Missouri.^f The Board voted last month to approve the hire and to provide a small stipend for the internship. The FY22 salary line had a surplus that can support the stipend. We think this will be a great opportunity to provide needed training for SAILS libraries.

Limited Staffing in SAILS Office

The SAILS office is currently on limited staffing for the month of January. The office will continue to be open Monday through Friday with just two people in the office on most days. When staff is working remotely, their calls will be forwarded to their home office. Please continue to contact us with any questions either by phone or email. We will re-assess this staffing next week based on the current transmission rates.