

**MEMBERSHIP MEETING**  
**April 13, 2022**  
**Somerset Public Library (remote participation available)**  
**10:00 AM**

**In Attendance:** Dina St. Pierre (Acushnet)\*, Amy Rhilinger (Attleboro\*), Carol Buote (Berkley), Jed Phillips (Bridgewater)\*, Carole Julius (Carver), Jocelyn Tavares (Dighton), Christopher McGee (East Bridgewater)\*, Janice Allman (East Bridgewater)\*, Ian Dunbar (Easton)\*, Kyle DeCicco-Carey (Fairhaven)\*, Liane Verville (Fall River), Elisabeth O'Neill (Foxborough), Jean Gallant (Halifax)\*, Karen Stolfer (Hanson)\*, Jayme Viveiros (Lakeville)\*, Catherine Coyne (Mansfield)\*, Elizabeth Sherry (Marion)\*, Carolyn Michaud (Massachusetts Maritime Academy)\*, Randy Gagné (Middleboro)\*, Olivia Melo (New Bedford), Sarah Ward (Norfolk), Marcie Walsh O'Connor (Pembroke)\*, Melissa Campbell (Plainville), Mike Slawson (Plympton)\*, Gail Roberts (Rochester)\*, Kate Hibbert (Seekonk)\*, Suzanne Larson (Seekonk Schools)\*, Jessica Cabral-Lafreniere (Somerset-Berkley High School)\*, Diane White (Somerset), Eileen Dyer (Swansea), Patrick Marshall (Wareham), Laura Williams (West Bridgewater)\*, George Ripley (Westport), Kathy Lussier (SAILS), Laurie Lessner (SAILS), Ginny Berube (SAILS)

\* Remote participation

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

**Roll Call** – Ginny Berube

**Approval of January 19, 2022 Membership Meeting Minutes**

- Motion to approve by Eileen Dyer (Swansea)
- Seconded by Patrick Marshall (Wareham)
- Approved with one abstention

**FY22 Treasurer's Report**

- Motion by Patrick Marshall (Wareham) to approve Warrant 10.1.22 in the amount of \$78,334.53
- Seconded by Eileen Dyer (Swansea)
- Unanimously approved

**YTD Financial Report**

- Kathy Lussier reviewed the balance sheet and income statement as of 3/31/2022

**Committee Reports:**

**Nominating Committee**

Nomination to fill unexpired Board term for library serving population of 10,000-24,999

- Motion made by Elisabeth O'Neill (Foxborough) to nominate Patrick Marshall (Wareham) to fill the vacancy for 10,000-24,999 rep on SAILS Board of Directors through June 2022
- Seconded by Eileen Dyer (Swansea)

Nominations for FY23 Board of Directors

- Motion made by Elisabeth O'Neill (Foxborough) to approve Slate of Candidates for FY23 SAILS Board of Directors
- Seconded by Melissa Campbell (Plainville)

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

- Motion made by Eileen Dyer (Swansea) to accept all SAILS Privacy Audit Task Force Phase 1 Recommendations except the Retention of Patron Data Recommendation and the Title/Authors Information in Patron Notices.
  - Seconded by Patrick Marshall (Wareham)
  - Unanimously approved
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- Motion by Jocelyn Tavares (Dighton) to change the Retention of Patron Data Recommendation wording from 10 years to 7 years.
  - Seconded by Liane Verville (Fall River)
  - Unanimously approved

- Motion by Eileen Dyer (Swansea) to accept the Retention of Patron Data Recommendation as amended
- Seconded by Jocelyn Tavares (Dighton)
- Unanimously approved
  
- Motion by Eileen Dyer (Swansea) to accept the Title/Authors Information in Patron Notices Recommendation
- Seconded by Patrick Marshall (Wareham)
- Unanimously approved with 24 in favor and 2 against

#### **Budget Committee - Proposed Revisions to FY23 Budget**

- Motion made by Olivia Melo (New Bedford) to approve the Proposed Revisions to the FY23 Budget
- Seconded by Patrick Marshall (Wareham)
- Unanimously approved

#### **Planning Committee (Vote) - Proposed Revisions to FY23 Action Plan**

- Motion made by Eileen Dyer (Swansea) to approve the Proposed Revisions to the FY23 Action Plan
- Seconded by George Ripley (Westport)
- Unanimously approved

#### **Legislative Breakfast Committee**

- Jayme Viveiros (Lakeville), Chair – The Legislative Breakfast was held virtually on March 25<sup>th</sup>. It was the highest attended event so far for Representatives and Senators in attendance (70%).

#### **Old Business**

##### **Statewide project to explore online patron registration**

- Motion made by Patrick Marshall (Wareham) to approve the participation of the SAILS Board/Membership in the Massachusetts Statewide eCard Registration Platform project for the purposes of establishing a secure and verified method of online library card registration (and library card renewal) for our patrons. Participation is contingent upon the availability of grant funds for the implementation and first year of support of the project.
- Seconded by Christopher McGhee (E. Bridgewater)
- Unanimously approved

##### **SAILS Showcase**

- Accepting proposals until Friday, April 15<sup>th</sup> to be held after the Annual Meeting on June 16<sup>th</sup> at noon

##### **MBLC Cybersecurity Grant**

- MBLC is offering \$25,000 per network
- SAILS is planning for a baseline cyber security audit. If additional funds are available, SAILS is considering privacy training and then possibly implementing multi-factor authentication with two or three pilot libraries.
- Pricing forthcoming re: consultant fee

#### **New Business**

##### **Budget Committee Appointment**

- There is an opening on the Budget Committee for 10,000 – 24,999 position

##### **FY23 Committee Appointments**

- The position of Overdrive Committee Chair is open
- The Legislative Breakfast committee is looking for committee members for next year's event
- Kathy will be sending an email asking people to volunteer.

##### **Executive Director's Report**

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

##### **Other**

- This is Christopher McGhee's (E. Bridgewater) last SAILS meeting. We wish him well in his future endeavors.
- Thank you to the Friends of The Somerset Public Library for the refreshments served during today's meeting.

**Adjournment**

- Motion by Patrick Marshall (Wareham) to adjourn, motion seconded by Melissa Campbell (Plainville) at 12:06 pm

# SAILS Executive Director's Report

April 2022

## **Ordering Microsoft Products Through TechSoup**

SAILS has requested approval for education licensing through TechSoup. If approved, we will purchase Office licenses going forward instead of purchasing through a library's TechSoup account. Downloadable Office licenses are still available through the education program. The cost will be \$67, which is higher than we were previously paying, but is still heavily discounted from the retail Office pricing. Under this method, we will be returning to a method where SAILS is centrally managing licenses used by PC Support libraries, which is easier to manage.

## **Barcode orders**

For the first time since 2005, our vendor has increased the price of barcodes we order on behalf of our libraries from \$16.67 per 1000 barcodes to \$29.50 per 1,000 barcodes. This pricing is for a minimum order of 25,000 barcodes, which has always been the SAILS threshold. The network can lower the price further if we reach a 50,000 order minimum (\$24.50). We went with our current vendor for the last barcode order, but will be exploring whether we can get more savings through Reliance, which is on the MHEC contract. Their contract just renewed in April, and we have not yet had a chance to check pricing.

## **LibraryAware**

While advertising LibraryAware classes, we received a few registrations from academic and school libraries, which do not participate in the LibraryAware subscription. I'm going to obtain pricing for these libraries so that they have an opportunity to join the SAILS subscription if interested. Public libraries already pay an additional fee for the service.

## **COSUGI**

Four members of the SAILS staff will be participating in next week's Customers of SirsiDynix Users Group (COSUGI) conference. The conference will be held over Zoom. Laurie and I will be doing a presentation on our recent privacy audit and changes we made to the software to support our recommendations. Laurie will also be doing a separate presentation on using Google Data Studio for presenting Enterprise statistics. Response time on non-critical support requests may be slower than usual so that SAILS staff can get the most out of these informational sessions.

## SAILS Assistant Director for Technology Services Report

April 2022

The past few weeks have been busy.

- I trained 28 library staff members on how to use Google Workspace (Apps), over 3 online sessions. A recording of the training has been made available for those not able to attend.
- I assisted in hosting the SAILS Legislative Breakfast.
- As reported earlier today, a lot of work has been done with the Privacy Policy Taskforce. At the network, we changed how we respond to the PIN requests by sending the patron a link to reset their
- We were able to get a report from SirsiDynix to get statistics for how many text messages the network is sending out, per library. These stats will be posted monthly.
- Through the MBLC's PR Committee, I have the privilege of attending 3 online sessions called "Equity in Library Planning and Practice" by Sonya A. Grier Professor of Marketing Kogod School of Business, American The objectives are to 1. Gain a clear understanding of equity concepts and how it applies to the work you do at the library to engage the public. 2. Learn how to apply key concepts and strategies to further equity goals, specifically inclusive marketing for public engagement with library services. This will help us create materials and programming suggestions for all your patrons. The first session was an overview of the landscape and terminology and the next one will get into inclusive marketing principles and practices for engaging with diverse audiences.

Laurie Lessner