

Board Meeting
SAILS Library Network
10 Riverside Drive, Lakeville, MA
February 15, 2017

In Attendance: William Schneller (Berkley), Carole Julius (Carver), Virginia Johnson (East Bridgewater), Uma Hiremath (Easton), Manny Leite (Foxborough), Catherine Coyne (Mansfield), Jason Bloom (Middleboro), Olivia Melo (New Bedford), Sarina Bluhm (Norfolk), Frank Ward (North Attleborough), Melissa Campbell (Plainville), Debbie Batson (Plympton), Debby Conrad (SAILS), Laurie Lessner (SAILS), Lisa Hart (SAILS)

Meeting called to order at 10:00 AM by Manny Leite, President

Roll Call – Lisa Hart

Approval of Minutes of January 18, 2017

- Motion by Melissa Campbell (Plainville)
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

FY16 Treasurer's Report

- Motion by Carole Julius (Carver) to approve the Warrant 08.1.17 in the amount of \$34,110.14
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

FY17 Year-to-date Report

Debby Conrad reviewed the January 31, 2017 balance sheet and Income & Expense report. Member staff development and Overdrive are running ahead of budget. Board requested that notice be put on website informing all directors that SAILS would take donations for Overdrive and purchase a libraries specific requests.

Old Business

Mobile App – 2 people added to committee – Laurie Lessner informed the board that Amy Ferguson (New Bedford) and Amy Rose (Mansfield) have joined the Pub-Pac. Pub-Pac has met with Capira and Demco Software (Boopsie). A list of questions will be submitted to both vendors.

Overdrive – Library Advantage Plus participation – All libraries other than Wareham and Wretham are participating. Usage has gone up with this program.

March 7 MLA Legislative Day – A bus will be rented to take participants to the State House. Pick-up will begin at 8:30 in Fall River and providing two other pick-ups at Raynham and West Bridgewater. Handouts and name tags will be provided to each library. The network will have a table set up in the Grand Hall.

March 15 Library Showcase – The program will be held at BCC from 10-12. There are 14 programs scheduled so far. This year's program should be shorter due to no keynote speaker.

New Business

Recommendation to update the SAILS Privacy Policy and review SAILS record retention policies –

Privacy Policy – Changes to current policy are listed in blue in the meeting packet.

- Motion by Frank Ward (North Attleborough) to accept changes
- Seconded by Catherine Coyne (Mansfield)
- Unanimously approved
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SAILS record retention policy - Changes to current policy are listed in blue in the meeting packet.

- Motion by Frank Ward (North Attleborough) to accept changes
- Seconded by Melissa Campbell (Plainville)
- Unanimously approved

Recommendation to send annual notices to patrons with charge history – Debby Conrad strongly urged board to have staff change properties to reflect “No History” in patrons’ records. SAILS will begin sending out annual notice to patrons with information on charge history.

Line item revision – moving unspent funds to Overdrive, move funds form Overdrive videos to downloadable audio

- Motion by Frank Ward (North Attleborough) to approve line item revisions
- Seconded by Carole Julius (Carver)
- Unanimously approved

Discontinuation of Sitecues by Vendor – Easton first notified SAILS that after communication with the vendor this product is being discontinued. The situation is still unclear.

Recommendation to prepare contingency budget in case of sudden funding reductions at the federal or state levels –

Debby spoke about the uncertainty of state and federal funding. She asked for consideration of a budget resolution for FY18 & 19 that if there is any shortfall of revenue the deficit will be taken from reserves giving SAILS a full year to consider necessary budget cuts.

Report from Executive Director – Debby attended a MBLC meeting where the expenses and failures of the CEC was discussed leading to an addition meeting being scheduled on March 1st in Braintree to discuss CEC and possible statewide Overdrive collection. Debby will also be attending a March 3rd meeting with the consultant about the MBLC’s strategic plan. There has also been new discussion on the State wide library card.

Other Comments – Frank Ward (North Attleborough) shared the close call with a fire at his library and reminded all Directors to check for smoke detectors in technology closets.

- Carole Julius (Carver) made a motion to adjourn, seconded by Melissa Campbell (Plainville) and approved unanimously.

Meeting adjourned at 11:02 AM

Respectfully submitted,

Lisa Hart