

## ANNUAL MEETING OF S.A.I.L.S., INC.

### **Massachusetts Maritime Academy – American Bureau of Shipping Information Commons**

101 Academy Drive  
Buzzards Bay, Massachusetts 02532  
June 15, 2016  
10 A.M.

**In Attendance:** Lynne Antunes (Dartmouth), Debbie Batson (Plympton), Laura Bennett (Rehoboth), Susan Berteaux (Massachusetts Maritime Academy), Jason Bloom (Middleboro), Sarina Bluhm (Norfolk), Sue Branco (Westport), Melissa Campbell (Plainville), Nancy Cappellini (Hanson), Catherine Coyne (Mansfield), Eden Fergusson (Raynham), Peter Fuller (Seekonk), Jean Gallant (Halifax), Ann Gerald (Bridgewater), Uma Hiremath (Easton), Virginia Johnson (East Bridgewater), Carole Julius (Carver), Manny Leite (Foxborough), Carolyn Longworth (Fairhaven), Olivia Melo (New Bedford), Bonnie Mendes (Somerset), Robert Rezendes (BCC), Gail Roberts (Rochester), William Schneller (Berkley), Ellen Snoeyenbos (West Bridgewater), Cynthia St. Amour (Swansea), Jayme Viveiros (Lakeville), Deborah Wall (Pembroke), Debby Conrad (SAILS), Laurie Lessner (SAILS), Lisa Hart (SAILS), Kristin Slater (SAILS)

**Roll call** – Lisa Hart

**Reading notice and proof of mailing** – Melissa Campbell (Plainville)

#### **Approval of minutes of preceding meeting**

A motion was made by Bonnie Mendes (Somerset) and seconded by Virginia Johnson (East Bridgewater), voted unanimously.

#### **Report of the president - Summary of FY16 activities - President Melissa Campbell**

See Attached

#### **Nominating Committee Report – Carole Julius**

Candidate for Board Virginia Johnson (East Bridgewater) Member at large

There being no nominations from the floor, Melissa Campbell (Plainville) directed the Secretary to cast a single vote for the slate as presented.

Election of Officers– nominations from SAILS Board - Carole Julius – Vote

Robert Rezendes (Bristol Community College) - vice president/president elect, Debra Batson (Plympton) – Secretary, Carol Julius (Carver) – Treasurer

There being no nominations from the floor, Melissa Campbell (Plainville) directed the Secretary to cast a single vote for the slate as presented.

#### **Transfer of Presidency to Manny Leite**

#### **Board Resolutions – Debra Batson, Secretary**

A motion was made by Debbie Batson (Plympton) to accept the Board Resolution Authorizing Manny Leite (Foxboro) to sign Network Agreements, seconded by Olivia Mello (New Bedford) and approved unanimously.

A motion was made by Debbie Batson (Plympton) to accept the Board Resolution Authorizing Officers to be signers on Network Bank Account, seconded by Melissa Campbell (Plainville) and approved unanimously.

### **Treasurer's Report**

Warrant 12.1.16

A motion by Carole Julius (Carver) and second by Peter Fuller (Seekonk), unanimously approved.

Warrant 12.2.16

A motion by Carole Julius (Carver) and second by Peter Fuller (Seekonk), unanimously approved.

FY16 YTD Reports

Balance Sheet and Income & Expense reports were presented by Debby Conrad (SAILS). Approximately \$300,000 will be carried over to next fiscal year, however, with many large bills coming due in July libraries are asked to please pay Network Assesments as soon as possible.

State Budget – as of today all library line items are in conference committees.

### **Committee Reports**

Personnel Committee – Executive Director's Evaluation

Self-evaluation was submitted and all SAILS staff evaluations are complete.

Ad hoc committee to study damaged items policies

Manny Leite (Foxboro) spoke on the new damaged items policy and on a motion by Bonnie Mendes (Somerset) and a second by Jayme Viveiros (Lakeville) the policy was unanimously approved.

### **Old Business**

Novelist, Sitecues

Both were added in the last Enterprise update. The vendor is aware of issues with Sitecues on tablets and phones and is looking in to it.

Novelist will be holding 2 workshops on 9/13/16 at 11:00 and 2:30. Libraries that already have subscriptions will be reimbursed for any unused portion of their subscriptions.

SAILS will check with Novelist as to whether the URL's will change in case libraries have to update their websites.

Status of Network Erate application

The deadline was extended to the end of July. On 6/13/16, 27 contracts were signed and faxed to Comcast. The discount should be 50%. On 7/1/16 new lines will be activated in those libraries that are Erate eligible.

Vote to accept the Dighton Rehoboth Regional School district application to join SAILS - five buildings (two elementary, two middle, one high school)

Motion by Melissa Campbell (Plainville), second by Olivia Melo (New Bedford), the motion was unanimously approved.

### **New Business**

Appointment of Ann Gerald to serve as Bridgewater's official representative at Membership Meetings

#### BlueCloud Visibility

A revised quote was received; \$13,230 in year one, \$15,857 year two, and \$16,332 year three. Quote must be signed by 6/30/16 for implementation in October. Discussion was held. On a motion by Peter Fuller (Seekonk) and a second by Virginia Johnson (East Bridgewater) the motion to sign the quote passed unanimously.

Appointment of Committees by SAILS President – M. Leite

Vote of congratulations to Susanne Duquette, director of Taunton, on her upcoming retirement.

#### Attleboro's Summer Reading Title

On a motion by Bonnie Mendes (Somerset) and a second by Debbie Batson (Plympton) Attleboro's letter was approved.

#### Executive Director's Report

This is SAILS 20<sup>th</sup> Annual Meeting. This fiscal year the first Library Showcase was held and will be repeated this coming year. There were changes in SAILS staffing which seem to be working well. In July of 2015 a new strategic plan was begun with an emphasis on working with libraries to help them promote themselves. SAILS held many training programs and meetings in FY16 and many more are planned for FY17. SAILS strives to provide the best possible service to everybody.

A PowerPoint presentation on SAILS overall statistics, the director's survey, the staff survey, and the Enterprise survey was shown.

#### Other

Somerset has ongoing phone issues that are being worked on.

Plainville has a "Fun in the Sun" list running in all local Sun Chronicles.

Virginia Johnson (East Bridgewater) reminded meeting about Center for the Book Calendar.

#### Adjournment

On a motion by Melissa Campbell (Plainville), and a second by Debbie Batson (Plympton) it was unanimously approved to adjourn at 11:35.

Respectfully submitted

Debbie Batson, Secretary