

Minutes of SAILS membership meeting
March 18, 2015
Bridgewater Public Library
15 South Street
Bridgewater, Ma.

In attendance: William Schneller, (Berkley), Sean Daley, (Bridgewater), Carole Julius, (Carver), Lynne Antunes, (Dartmouth), Jocelyn Tavares, (Dighton), Manny Leite, (East Bridgewater), Ian Dunbar, (Easton), Laurel Clark, (Fall River), Dorothy Stanley-Ballard (Freetown) Laurie Cavanaugh, (Halifax), Olivia Mello (Lakeville), Catherine Coyne, (Mansfield), Lee Parker, (Norton), Deborah Wall, (Pembroke), Mellissa Campbell, (Plainville), Debbie Batson, (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Peter Fuller (Seekonk), Bonnie Mendes (Somerset), Denise Medeiros, (Wareham), Beth Smith, (West Bridgewater), Debby Conrad, Laurie Lessner, Jayme Viveiros. (SAILS)

Lynne Antunes- President called meeting to order 10:10 a.m.

President Antunes appointed Jayme Viveiros Secretary Pro Tem

Motion to approve the minutes of the January 21, 2015 Board Meeting –Melissa Campbell, second Debbie Batson- Unanimously Approved.

Motion to approve warrant 09.1.15 in the amount of \$64,989.05 by Carole Julius .Second- Catherine Coyne. Unanimously approved.

FY 15 YTD Report. February 28, 2015 balance sheet. Debby met with the Rockland Trust Investment team in late February. \$20,000 was transferred from a Money Market account to 3 of the SAILS Mutual Fund accounts but not the Commodities mutual fund. Once SAILS receives the FY15 Infrastructure grant funds from MBLC the network will purchase some for laptops, a SSL certificate for Enterprise and rest will be transferred into investments. Some line item adjustments may be needed later in the fiscal year. The network should end the year with a cash balance.

Ad Hoc Privacy Committee-

The committee consisted of Susan Pizzolato (Mattapoisett) and Robyn Bryant (Taunton). The committee was charged with reviewing SAILS' privacy and record retentions policies. They reviewed the record retention policies of other networks in Massachusetts and compared the SAILS Privacy Policy with language recommended by ALA. The committee submitted recommended revisions to the Privacy Policy in order to make the policy language stronger regarding under what circumstances SAILS would respond to a subpoena for patron circulation information and when/when not patron information is released to a patron. The Committee recommended that the Record Retention Policy be revised to state that the completed circulation transactions for public libraries be privatized after 12 months.

Motion to approve the revised Privacy Policy by Sean Daley, Bridgewater, second by Beth Smith. Unanimously approved.

Motion to approve the revised Record Retention Policy by Olivia Melo, second by Bonnie Mendes. Unanimously approved.

Old Business

Blue Cloud Commerce Solution:

All libraries that were on Smart Pay have been moved over except for Attleboro. Will likely end up collecting more money, since patrons see it in Enterprise. All cards accepted, patrons agree to terms with a .50 processing fee. Reports are coming in 3.5 but in the meantime reports from Directors Station are adequate. Payment types need to be created - limit of 48 payment types on cash reports. Open ticket with development. Debby reviewed process for turning this service on for a library. Staff should not be dealing with patron credit cards at all. The goal is for everyone to be on this service by July. Some discussion of paying for other types of fees, including printing. SAILS will see if something can be done to explain the CVW requirement.

Commonwealth Catalog:

Conference call every other week with network liaisons. Minuteman, CLAMS, Bridgewater State are live. Available for searching. (<http://commonwealthcatalog.org>) Some NCIP protocol issues need to be resolved for Old Colony and SAILS. We can get on the schedule once we are on the release that can handle the connection. Training will be handled regionally.

Release 3.5:

On schedule for April 13th. Will be put on the test server first, soon. Need to have for ComCat, better financial reports for BC commerce, supports e-mail receipts. Additional information will be sent to staff with directions on how to upgrade Workflows and descriptions of the new features. This release does not require staff training before installation.

Mobile Circ:

Software loaded. SAILS has it running on iPad Mini 3, iPad1, Nexus and a few phones. The app includes circulation functions, inventory, in-house use, holds list, weeding reports. Testing will be done in Seekonk, Swansea, Dartmouth and Plainville starting in April. Focus on public service for the LSTA. Will not be loaded on personal devices - must be on

library device. Android - camera scanning. Apple - no codabar support, will need scanner - additional cost. No Kindles. Will likely be available for other network members in the Fall.

Commonwealth Ebook Project

MLS has two training sessions planned 4/15 and 4/16. SAILS not be conducting training. 3 platforms will be reviewed. Biblioboard, B&T, EBL (on computers in the library that run on SAILS line –IP authentication only - no home use). Z39.50 - results will include MLS eBook tab in Enterprise.

Steering Committee: vote to send one delegate from SAILS for public library representation

Lee Parker Norton nominated Laurie Cavanaugh. Directors approved.

New Business

Request to revise Holds Policy regarding ratio of copies for network loan vs. owned by library.

Lynne Antunes appointed the following directors to serve on an ad hoc committee to review the policy:

Peter Fuller (Seekonk), Debbie Batson (Plympton), Catherine Coyne (Mansfield)

MLA Legislative Day – April 1, 2015

Carpool from Staples Plaza, rental van or a few cars. Visit with representative in a small group.

Other

Business cards for New Title Alerts. Packets will be sent out to the libraries.

Big Library Read - on now through March 31st

Problem patron discussion - Olivia Melo, Lakeville

Beth Smith made a motion to adjourn. Melissa Campbell seconded. Unanimously approved.

Meeting adjourned at 11:11 a.m.

Respectfully Submitted by

Jayne Viveiros

Secretary Pro Tem