

SAILS MEMBERSHIP MEETING

August 18, 2010

Minutes

In attendance: Walter Stitt (Attleboro), Sean Daley (Bridgewater), Jennifer Inglis (Dartmouth), Manny Leite (East Bridgewater), Debra Dejonker-Berry (Halifax), Nancy Cappellini (Hanson), Olivia Mello (Lakeville), Janet Campbell (Mansfield), Susan Pizzolato (Mattapoisett), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Elaine Jackson (Norton), Deborah Wall (Pembroke), Eden Fergusson (Raynham), Laura Bennett (Rehoboth), Susanne Duquette (Taunton), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Deborah Conrad, Laurie Lessner, Kristin Slater (SAILS)

Call to Order by Robin Glasser at 10:09.

Roll call conducted by Deborah Wall.

Approval of minutes of preceding meeting was moved by Danielle Bowker, seconded by Eden Fergusson. Voted unanimously.

FY11 Treasurer's Report. The date was corrected by Debby from fy10. Motion to accept Treasurer's report and Warrant 02.1.11 was moved by Danielle Bowker, seconded by Steve Fulchino, and approved unanimously.

FY11 financial reports reviewed by Debby Conrad with nothing "extraordinary" to report.

Committee Reports

PubPac – SoPac dropped, and SAILS did not accept LSTA grant due to risk of having to repay if project failed. Files are still on server we can use what's been done. Pubpac will work with Laurie and we still can provide some features people have asked for. Laurie presented the software as the new SAILS website. Some Sopac features removed. Kids view still there. Libraries still have own pages that they can claim and update. Resources differ with each library. Some iBistro features will be added. Still lots of potential and complete control over site. May be able to revisit in the future.

Budget – FY11 BUDGET REVISION– VOTE. Some items moved due to the change in the SoPac project. Olivia Mello moved, Beth Roll Smith seconded and unanimously voted.

Budget – Presentation. Debby presented a 5 year review of SAILS finances and gave an overview of the FY12 Budget preparation. Debby reported that Fy12 Budget will be sent out in Oct, assessments estimates in November. Network Comparisons were presented and were average user fees not median. SAILS assessments dropped not by adding libraries but by controlling costs. Fy12 will be difficult for everybody. So working on rent freezes, salaries, and health costs must stay where they are. Even with this, need to add 1-1.5 % increase to library's assessments. Also pc support will increase. There will be less LSTA money, higher maintenance costs, and need money set aside. SAILS needs reserves if lose libraries, etc. and will need to pass some increases on. Fees will still be less than fees 3 yrs ago. The plan is to stop the slide and maintain. Budget committee gave approval. More information will be presented in October to discuss.

Personnel and Budget Committee recommendation re: Jorj Pitter. A new job description is planned with salary increase. Don't want to lose him, more responsibility. Good to work with. Personnel Committee approves. Schedule changes after Labor Day. Schedule will be Monday-Friday. 6 month probation, Debby will meet with him regularly. Motion to accept moved by Sean Daley, seconded by Manny Leite.

Old Business

Bookmyne is an app for iPhone©. Demoed by Laurie, this can be used by any library hosted by Sirsi. Will show libraries in area, can place holds, search. Still a few issues so not being publicized, can only place hold on own library. New version due in Sept/Oct. May be developed for Droid.©

New content from Syndetics. There be new content, series lists ,videos, music. Laurie is working with Syndetics and SirisDynix to get it to display. There is is at no added cost for the additional content.

Sort to Light. There is a delay. Companies need to respond to the statewide rfp by August. They are testing the sort to light but we won't see it yet. They (Optima) picked up the BPL and statewide delivery. So they will now focus on it and get it right.

Self-check demo of Envisionware. The touch screen is from 3M at a reasonable cost. No keyboard or mouse, better to not have them at a self-check station. Just scanner and touchscreen. Screen shows what they checked out, can email or print. They put in email address and there is a receipt printer, Touch screen for input. Can be added to reservation station, can check in or check because we can configure on the pc. Taking orders in September for October. Pricing is guaranteed and not a special offer. SAILS will help order whatever we want. This is a good price. There is annual fee 17% of purchase price. \$1995 software only. Price in proposal handout. Seekonk tested and loved it.

SirsiDynix maintenance proposal. There is language in contract to cover if SAILS goes out of business or is not funded, not responsible for costs. Universal sip2 license is an added benefit, no extra cost and saves us money since we pay for it now. Deborah Wall moved to accept. Nancy Cappellini seconded.

Verizon refund from FY10. Final billing just resolved. SAILS will receive a refund of approximately \$19,000.

New Business

Taunton High School. Debby received a letter from the Taunton School Department indicating they are dropping SAILS. They must pay this year and pay costs to remove info from system. They are not even opening library. The library is closing due to renovation and the librarian retiring. Suzanne Duquette (Taunton) is meeting with them. It's not too bad because Bristol CC adding a new location. Taunton public library may have control of summer reading lists.

Bibliographic Record Use Policy.

RELEASE OF BIBLIOGRAPHIC RECORDS

"The members of the SAILS Library Networks are the joint owners of the MARC records stored in the network database. A member library may request copies of the MARC records to which its holdings are attached. These records may be used for collection analysis, for accreditation reports, and for weeding projects. The records may not be loaded into a bibliographic database for any other purpose without the written permission of the SAILS board. The network reserves the right to assess a fee for the preparing a file of MARC records for a library."

The clarification is partially in response to Taunton High School. The marc records belong to the network, the town will be charged a fee if they download and use the records. Motion to accept by Suzanne Duquette, seconded by Danielle Bowker. So voted.

By-Laws Revision. Under Article IV, section F. *Maintenance costs and other charges due to SAILS shall be computed and paid up to the official date of termination. SAILS will make available upon request a copy of patron and bibliographic entries Libraries withdrawing from the SAILS network will be responsible for all costs associated with the removal of its records from the system. These costs may*

include vendor fees, hourly fees for staff time spent extracting the records, and processing fee for outputting bibliographic records.

Makes clearer what exiting library is responsible for. Even if they do not sign agreement if they pay assessment than the by-laws will kick in. SIRSI charges a flat \$3600 to withdraw records. This does not count staff time. Motion to accept by Susan Pizzolato, seconded by Suzanne Duquette. So voted.

FY12 Network Agreement Revision. Added to section 7: ***The withdrawing library is responsible for all fees incurred by SAILS necessary for the removal of the library from the network database.*** Danielle Bowker moved to accept, Manny Leite seconded and it was so voted.

Recommendation to cancel September Board meeting. No pressing business, Debby away. Accepted.

Executive Director's Report. The books are closed and the auditor has all the records. Form 54 will be filed before Debby goes on vacation. Debby finished the collaboration grant and finalists will be announced January 7th. The Virtual Catalog software may be replaced, but there is no money. The Budget Committee met, the Statewide Sort Committee met. RFPs are due by 8/31. There is only \$3 ½ million to spend on delivery. The state is trying to decide what to do with the western region building and staff. Overdrive training is being offered. Laurie worked on Bookmyne, Kristin and staff working on SkyRiver for cataloging. PC Support (Jorj) busy cleaning up viruses. Debby is gone for two weeks in September (9/10-9/26). Debby plans to have a draft budget by October meeting. Laurie then demoed the series content that is loaded on the test server and said it is a work in progress.

Adjournment. Meeting was adjourned by Robin Glasser at 11:58.