

SAILS Membership Meeting

Norfolk Public Library

139 Main Street Norfolk MA 508-528-3380

August 19, 2015 – 10 a.m.

Agenda

In Attendance: Dina Brasseur (Acushnet), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Jerry Cirillo (Foxborough), Laurie Cavanaugh (Halifax), Jason Bloom (Middleborough), Sarina Bluhm (Norfolk), Frank Ward (North Attleborough), Lee Parker (Norton), Melissa Campbell (Plainville), Debbie Batson (Plympton), Peter Fuller (Seekonk), Cindy St. Amour (Swansea), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Debby Conrad (SAILS), Kristin Slater (SAILS).

Call to Order at 10:10 a.m. – Melissa Campbell

Appointment of Secretary Pro Tem – Kristin Slater

Roll Call – Kristin Slater

Approval of June 17 Meeting Minutes –

Motion to approve - Frank Ward. Second- Beth Smith. Approved.

Treasurer's Report – Debby Conrad

Warrant 02.01.16 in the amount of \$58,276.34.

Motion to approve - Beth Smith. Second - Debbie Batson. Approved.

FY16 YTD Report – Debby reviewed the Balance Sheet and Income/Expense report through July 31, 2015. She noted that at that time the network had a large amount in outstanding receivables as the invoices for the annual assessments had just gone out. Payments have been coming in. She noted that the Overdrive line item is over expended as there were invoices paid in July that had been incurred in June. Left over funds in that line item for FY15 were moved to the FY16 budget. She reported that the current return on investments is about 3% which is very good for a portfolio that still consists primarily of fixed bonds. The Rockland Trust Investment team will be invited to the October membership. She also said that the auditor is almost done with the FY15 audit. A preliminary audit will be presented to the Board in September and the final audit submitted to the membership for approval in October.

Committee Reports

Personnel/Officers – Melissa Campbell

Melissa Campbell presented the recommendation from a joint meeting of the Officers and Personnel Committee that SAILS create a new position – Office Administrative Support Specialist. This will be a full-time salaried position. The person will take over responsibilities that had been that of the part-time Office Manager and the routine responsibilities that had been that of the Member Services Librarian. The position is modeled on similar job descriptions from several Massachusetts networks. The intention is to free Debby, Laurie and Kristin from dealing with very routine issues allowing them to focus on complex customer service tasks. Debby noted that the network will begin advertising in late September. A committee will be formed to conduct the interviews. Finalists will be asked to demonstrate their ability to use Microsoft Office products.

Motion to accept the recommendation to create the new position – Frank Ward. Second – Beth Smith. Approved.

Overdrive Committee – Laurie Cavanaugh

The committee increased number of holds to 10 to allow the network to purchase pre-publication titles. Increasing the number of holds allows patrons to place holds on pre-pub titles but still place holds on titles in the collection.

The network activated the Recommend to Library Feature. Patrons will be able to search Overdrive and recommend titles to the network for purchase. This creates a cart that can be reviewed before purchase. If titles are recommended that the network can't buy but Library Advantage libraries can the information will be distributed.

SAILS will beta test the new Overdrive Site. It is much faster than the existing site and allows the network to create a better searching experience.

Simultaneous Use Collections (Audiobook) – The network has always had a Blackstone collection of 25 titles that can be used simultaneously by patrons – no limit. The network will be adding collection of Tantor titles this fall as well.

Laurie talked about the committee's discussion of removing the 21 day loan period from the Overdrive collection. This was established when patrons could not renew titles but now they can. The goal is to free up titles sooner to eliminate long holds lists. This will be brought back to the membership for a decision in October. If this is put in place the network would initiate the change in December and it would be preceded by extensive publicity.

Debby talked about the Overdrive Download station. She proposed licensing one for SAILS to loan to libraries for testing. The network had FY15 Network Infrastructure Grant funds that can be used. Motion – to accept the proposal to license a Download station with the cost not to exceed \$4500. Peter Fuller. Second – Laurie Cavanaugh. Approved.

Old Business

Commonwealth Catalog–Debby Conrad

UMass Amherst began lending August 18. MVLC is almost ready and will be followed shortly by CW/Mars and NOBLE. No set date for either the MetroBoston (Boston Public) Network or UMass Dartmouth. SAILS will be holding a conference call for Comcat Liaisons from member libraries in mid-September to answer questions and review the product.

BlueCloud Commerce – Debby Conrad

All public libraries will be live on the Blue Cloud Commerce credit card payment platform by September 1st. Once that has happened SAILS will begin marketing the service and will share marketing ideas with libraries. It is working well.

SAILS Liaison to the Commonwealth EBook Collection Steering Committee – Laurie Cavanaugh.

The steering committee will be meeting in two weeks. The B&T Axis 360 app is still in development but will be available soon. Biblioboard is expanding its platform to incorporate self-published authors. K-12 schools are using that product to develop curriculum support collections. EBL still requires patrons create an account at the library. The CEC Steering Committee has a number of ideas and projects that are being discussed including forming regional users groups. MLS will be conducting training at SAILS on September 10 – a morning session and one in the afternoon.

New Business

Item Category Consolidation

Melissa Campbell discussed the desirability of condensing the existing Item Category 1 codes into a more manageable and meaningful set of codes. Debby discussed how the network could use one of the new item categories to create larger groups that could be used for statistical reports such as the ARIS.

Melissa will chair an ad hoc committee to work with SAILS in defining these codes. Committee members include Lynne Antunes (Dartmouth), Peter Fuller (Seekonk), and Dorothy Stanley-Ballard (Freetown)

FY16 Line Item 9506 reduction and its impact on SAILS

Debby discussed how the reduction in Line Item 9506 will impact the FY17 budget necessitating that increases will have to be passed on to member libraries. The MBLC has provided some very preliminary estimates of what we can expect to receive and it will be a substantial reduction.

Legislative Outreach discussion – Jocelyn Tavares.

Jocelyn talked about the need to proactively reach out to local state representatives throughout the year to emphasize the service libraries provide to the local community. She suggested subscribing reps to the library newsletter and sending them a copy of the MBLC poster of services provided to the Commonwealth by libraries. MLA is expanding the Cap Whiz product and will be using it more extensively to support advocacy efforts.

Other

Melissa suggested that SAILS expand the staff website to incorporate a repository of program ideas and handouts that can be shared among member libraries. SAILS staff will follow up.

Executive Director Report - Projects for the first half of FY2016

Lexile searches will be added to Enterprise, the PubPac will be asked to review the SAILS Public Website, there will be an aggressive Overdrive marketing campaign around the holidays, Release 3.5.1 should be out in mid-fall but won't involve training at the local level, Analytics Station testing should begin January 2016, the network is going to begin taking steps to increase bandwidth for libraries, workshops are scheduled throughout the fall and there are plans for a library showcase in mid-Spring.

Adjournment – Motion - Frank Ward. Second -Lee Parker. Meeting adjourned at 12:00 p.m.

Respectfully submitted

Kristin Slater, Secretary Pro Tem