

## SAILS Board Meeting

February 18, 2009

Present: Jayme Viveiros (Acushnet), Bill Schneller (Berkley), Betty Gregg (Bridgewater), Denise Medeiros (Dartmouth), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater High School), Madeline Miele (Easton), Caroline Longworth (Fairhaven), Jerry Cirillo (Foxboro), Nancy Cappellini (Hanson), Frank Ward (North Attleboro), (Pembroke), Melissa Campbell (Plainville), Deborah Bateson (Plympton), Eden Ferguson (Raynham), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Beth Roll Smith (West Bridgewater); Debbie Conrad, Laurie Lessner, Kristen Slater, Bob DeManche – SAILS.

President Melissa Campbell called the meeting to order at 10:07 a.m.

Secretary Gail Roberts (Rochester) conducted the roll call.

Bonnie Mendes (Somerset) made a motion to accept the minutes of the previous meeting. Beth Roll Smith (West Bridgewater) seconded. Approved unanimously.

### **Treasurer's Report:**

Warrant 08.2.09 in the amount of \$297, 848.11. Motion to approve made by Frank Ward (North Attleboro), seconded by Debbie Bateson (Plympton). Approved unanimously.

### **Financial reports**

FY09 financial reports as end of January, 2009. All spending is where it should be. Our bank interest is OK for now, and there is a fair amount of free cash.

### **Committee Reports**

#### **Budget Committee: Presentation of Revised FY10 budget**

A budget revision was presented with a 5 percent reduction in annual member assessments. Normally, we would not revisit the budget till March and Debbie would not ask for approval till May, but she feels SAILS needs to make some attempt to cut back. By enacting some cuts, the FY10 budget will reduce member's assessment by 5%. Debbie will send out revised assessments after today, and these numbers are guaranteed. Changes include: freezing salaries at 09 level, eliminating some bonuses, eliminating Tumblebooks (this is due to low usage, and it can be picked up by individual libraries at a lower cost; Debbie will send out information), reduced line item for outside consultants, reduced printing costs, less mailed notices, more emails, reduced in-state mileage, no out-of-state travel, no overnight stays for MLA. Income revisions included \$52,000 less for members assessments; other sources stay the same except for interest and MBLC funds. There are enough in reserves to last 5-6 years. Some eliminated expenses may be revisited in the midyear. SAILS can continue such things as Overdrive, Ibistro, PC Support, subscriptions, and directors station. Eden Ferguson (Raynham) made a motion to approve the draft; Nancy Cappellini (Hanson) seconded. Approved unanimously.

#### **Budget Committee - SAILS Investment Policy**

Debbie discovered that none of our investment money is insured. She will begin moving money into even more conservative investments until the credit market eases up, and recommends we discontinue buying commercial papers. She will open multiple bank accounts, keep long term commercial paper, and make our money as protected as possible. She recommends a Revision to Investment Policy to ensure that as much of SAILS money as possible will be insured by FDIC.

### **Old Business**

#### **Status of Decertified Libraries**

Debbie has created an FAQ for staff and patrons. Edit: Bridgewater (decertified) will not loan to other decertified libraries, contrary to what is written in the FAQ. Bridgewater will loan to only certified libraries. Certified libraries can place holds on items in decertified libraries. It is also permitted to grant certified status for

patrons who live in decertified towns but hold property and pay taxes in certified communities, though not for out-of-state summer residents. For Envisionware, libraries can block patron profiles. Trustees must decide on computer use by decertified patrons. Debbie reminded us to never cancel holds. There is no override for the circulation block; suspend the hold, send it to the next library. When the hold is unsuspended, the appropriate library will pick it up. Debbie will change those patrons home libraries to their community library, so that holds won't go out to other libraries. 80% of patron records have been taken care of. If you notice a patron record that hasn't been updated (something wrong with patron record), send the patron barcode to Support. SAILS will send out staff FAQ, plus an FAQ for patrons from uncertified libraries.

### **State Library Summit – SAILS Representatives**

The list is in packet. Seven representatives will be going to Holy Cross College on March 2. Debbie reminded us to complete the survey sent out, and have asst. directors and reference people fill it out, too.

### **Open Source Demos**

Follow-up to last month's memo about the CWMARS grant researching open source for PAC. There will be demos first Monday in March, and Kristen, Laurie, and Debbie will be going.

### **Status of iBistro redesign and new features**

Laurie: on February 23, the new iBistro will be going live. Right now, we can access a link to new features page, plus a screen shot for patrons. This is a 2-month trial before we get the estimated costs for a permanent changeover. SAILS is in the testing phase for online registration, and will be changing the registration language for under-18's. Laurie will send an email to circ staff about checking properties for new patrons.

### **New Business**

#### **Policy regarding closed libraries and suspended membership**

Possibly in the next 18 months, Debbie is worried that some libraries may be forced to close at least some of the time. Once they're closed, there is no purpose in paying their SAILS membership, but we want to keep the door open, letting them rejoin without paying startup cost. If a library agrees to pay the base amount (under \$5000) for 2 fiscal years in a row, we'll make them an "inactive library" and will maintain their data. After two years, they can revisit the situation and either rejoin or withdraws. Debbie doesn't want to lose anyone permanently over a temporary situation.

#### **Service to state agencies in decertified communities**

Melissa Campbell (Plainville) brought up the situation of items being requested by Bridgewater Correctional Institution, and asked why can prisoners and college students (which are members of state agencies and thus exempt from the decertification rule) get items, but taxpayers can't. Prisoners and college students are counted on the census, which makes them residents. There was some discussion on who is considered a resident for library use. If there is a question about this, we can say we discussed this and there was no consensus, but we were made aware of the situation. We are loaning things on a short-term basis to an "institution" that happens to be a state agency.

#### **Proposed revision to PC Support Policy**

Debbie is asking for libraries to seek approval from SAILS for any staff initiated software or hardware installations on any computer on the PC support contract. This would include firewalls software, security software, networking printers and changing printer drivers. It is not retroactive. Send an email to PC Support in any case and they'll let you know if it's ok. Bonnie Mendes (Somerset) made a motion to approve this revision; Jerry Cirillo (Foxboro) seconded. Approved unanimously.

#### **Committee to review network policies**

Debbie needs a set of volunteers to tidy up policies and update manual. It can be done with remote meetings, and she will present changes in the March meeting.

#### **Mutual Bank Account – Resolution to Open Business Money Market Account in the amount of \$250,000.**

This was mentioned previously, but must be voted on by the Board. Board resolves to open an account with Mutual Bank. Manny Leite (East Bridgewater) made a motion to approve a resolution opening an account with Mutual Bank; Manny; second by Gail Roberts (Rochester). Approved unanimously.

**Use of 9XX and Ingram iPages for downloading order records into SAILS.**

Kristen will be having a meeting in March for those using the Acquisitions module explaining the use of IPages. She demonstrated how acquisitions would work in tandem with IPages. Anyone interested can contact Kristen or Laurie to set it up. They will roll this out for people who use the Acquisitions module first, then any others who wish to have this. Anyone can link to OPAC from Ipage; Kathy at Ingram will set it up.

**Lessner attendance at Durpal4Lib**

Laurie will be attending a conference in CT.

**Slater's attendance at UUGI – Dallas**

Debbie and Kristen will be going to User's Group conference later in the year.

**Executive Director's Report**

Flyers were sent out to announce checkout histories. Bob is nearly done with user cat policies; if you see anything wrong, email him. He will be working on cataloging item types next. Laurie has a meeting with Envisionware users March 12. There may be a Directors station workshop for non-directors in the near future.

**Other Business**

Denise Medeiros reported on the meeting in Dartmouth, which has also been showing on local cable. There were good overviews of how MBLC and SEMLS works, plus state aid and other funding sources.

Debbie reminded us that she and anyone from SEMLS can visit trustees to explain how the systems work and to offer advice.

Melissa Campbell reminded us about the Emerald Square Mall Book Day, and said that we can send literature and publicity for display, and also can send staff members to help man the table.

Motion to adjourn was made by Nancy Cappelini (Hanson), and was seconded by Eden Ferguson (Raynham). The meeting was adjourned at 12:12 p.m.

Respectfully submitted,  
Gail Roberts  
Secretary