

## Members meeting of SAILS

January 15, 2009

Present: Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), Bill Schneller (Berkley), Betty Gregg (Bridgewater), Sainath Chinnaswamy (Bristol Community College), Carole Julius (Carver), Denise Medeiros (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater schools), Madeline Miele (Easton), Carolyn Longworth (Fairhaven), Paula Costa Cullen (Fall River), Jerry Cirillo (Foxboro), Betsy Randall (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Judie Kleven (Marion), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Elaine Jackson (Norton), Melissa Campbell (Plainville), Deborah Batson (Plympton), Eden Ferguson (Raynham), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Kevin Lawton (Swansea), Susanne Duquette (Taunton), Beth Roll Smith (West Bridgewater); Debby Conrad, Laurie Lessner, Bob Demanche, – SAILS.

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

Secretary Gail Roberts conducted the roll call.

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

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

**Warrant 02.2.09** Carole Julius (Carver) made the motion to accept; Danielle Bowker (Middleboro) seconded. Approved unanimously

#### **FY09 – final financial reports**

On the balance sheet: commercial paper that was due 1/12/09 has been put into Money Plus account, as the interest there is higher than investing. Expenses: DC is keeping a close eye on things. SAILS received some money from the state for allotment. Governor is cutting state programs, but not state aid so far. Line 9506 was cut another \$15,000. All payments for outstanding assessments have been received, including Fall River schools. Financially, SAILS is fine, with \$50,000 more than this time last year.

### **Committee Reports**

Nominating Committee: Carole Julius (Carver) of the Committee moved that Bill Schneller (Berkley) will take Judy Wallace's place on the SAILS Board. Betty Gregg (Bridgewater) seconded. Approved unanimously.

Circulation Policy Committee: Laurie demonstrated how the Patron Circulation History will look in both IBistro and Workflows. The ability for staff to turn this on will appear with the next update; it is currently running on the test server. It will start keeping track of patron checkins once it is turned on at the patron's request. Online Registration is also on the test server. The patron can create a temporary barcode that will last for three weeks, and can be used to place holds, access the databases, and use Overdrive. The patrons will receive a "welcome message" in their email, instructing them to come to the library to get a regular card. This will be tested in Lakeville before becoming available for all.

Pubpac Committee: Laurie demonstrated the new look for IBistro, with a new color palette, an improved "My Account", a language search, and a list of "Titles with the Most Holds".

OPAC Grant committee – Progress Report: the Selection Committee will meet at the end of the month. Debby has issued an RFI, which is less formal. She is soliciting responses from vendors via Survey Monkey, and has heard from one vendor so far. She is concerned about making a decision that might cost more money down the road, and is considering scaling back the project, maybe using an open source product which will cost less.

### **Old Business**

#### **Fall River School: Status of Membership**

Debby reported that the Fall River school district has paid their assessment, and has rehired the high school librarian. For next year, she will work with them to lower their assessment, possibly by dropping a few of the

elementary schools, and putting the high school's library computers on their own lines, thus dropping the phone connection.

## **New Business**

### **Installation of Latest Patch Cluster**

Cluster installation is scheduled for Sunday, Feb 1; Staff logging in on Monday will be prompted to update software. The update will include a group calendar to set up all legal holidays for everyone. Otherwise, there are some changes with acquisitions. This is not a major release. A reminder will be sent out for client updates.

### **Overdrive**

Overdrive will be adding MP3 titles soon. Right now, there are only 30-50 titles to choose from, but more will be added when contracts with the recording companies can be settled. Debby is also ordering more titles in PDF format, as they have become popular.

### **FY10 budget and Report from the Network Administrators meeting –**

Money from the Commonwealth this year is earmarked for next year's expenses. If network budget is zeroed out or level funded, won't effect this or next year. Carole Julius (Carver) will be calling a meeting of Budget Committee to see if there are cuts to be made, and to prepare a backup budget, with network assessments at less than level funding. Debby stated that she will do anything to keep libraries in the network, so that we can show our town or city governments that steps are being taken to be fiscally responsible. There was a meeting of network administrators and representatives from the BLC here January 5. Line 9506 may be zeroed out, and there might also be significant cuts to regions in the next round of cuts from the Governor. On March 2, there will be a statewide summit at Holy Cross College. Each network and region can send 7 representatives. An outside facilitator will be hired, and the group is to discuss the future of libraries and library cooperation in the state. Melissa will be choosing the representatives. Anyone wishing to volunteer can contact her.

**Open Source LSTA Project** – CWMARS is submitting a letter of intent to swap out an open source product for their ILL. Debby happy to let them lead on this; we'll sit this one out. We'll contribute funds for vendors to give presentations. We have too much money invested in our current system to change.

### **FY10 Erate Proposals and Vendor Selection**

Some different proposals were received. Debby doesn't want to make a change right now, as we need to maintain maximum flexibility. She may take a different approach to telecom next year, but for now, we will stay with the same Verizon lines under the state contract.

### **9XX and EDI**

This is Kristen's project having to do with acquisitions. There will be two different ways for you to electronically place orders with book vendors and get confirmations back. 9XX is Ipages; EDI is Baker and Taylor. This is a way to speed up orders. Installation is scheduled for later in the spring.

### **Customized policies for circulation and cataloging**

Staff will only see the codes that their home library is using, both for patrons and items. It is currently on test server, for Acushnet and Mass Maritime. This will eliminate problems with staff picking wrong codes. Debby will be rolling it out over time starting after the Circ meeting on 1/27.

## **Other Business**

### **Updating Museum Pass List:**

Send any changes along to Melissa Campbell (Plainville)

SAILS designed a handout for the Legislative Breakfast that includes patron responses to previous surveys.

### **Executive Director's Report**

Debby's report consisted of a summary of statistics for the first 6 months of this year. Circ is 5% higher than last year, and has never been higher. 44% of active card holders have used libraries within the last 18 months. Patron

placed holds are 7% higher. Debby reminded us that we have a lot of tools available to help us make a statistical case for library in funding situations. For every dollar we spend on SAILS, we get \$6.04 back. Debby also reminded everyone that we have access to Survey Monkey to help conduct surveys.

**Adjournment**

Manny Leite (East Bridgewater) made a motion to adjourn; Bonnie Mendes (Somerset) seconded. Approved unanimously.

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,  
Gail Roberts  
Secretary