

**ANNUAL MEETING OF S.A.I.L.S., INC.**  
**547 West Grove Street, Middleborough Massachusetts 02346**

**July 11, 2012**

**10 A.M.**

**AGENDA**

Roll call – Benjamin Phinney

Libraries in attendance: Joan Pilkington-Smyth (Attleboro), Bill Schneller (Berkley), Sean Daley (Bridgewater), Carole Julius (Carver), Jocelyn Tavares (Dighton), Carrie Tucker (East Bridgewater Schools), Manuel Leite (East Bridgewater), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Jerry Cirillo (Foxboro), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Susan Pizzolato (Mattapoisett), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Deborah Wall (Pembroke), Deborah Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Bonnie Mendes (Somerset), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport)

Reading notice and proof of mailing – Beth Smith

Approval of minutes of preceding meeting

The motion was made by Laurel Clark to accept the minutes

2nd by Nancy Hanson

Approved Unanimously

Report of the president - Summary of FY12 activities - President Beth Smith

Beth read her report of a review of FY12.

Election of Officers– nominations from SAILS Board - Debbie Batson cast the Vote

Deborah Wall - President

Frank Ward- Vice President

Olivia Melo- Treasurer

Gail Roberts- Secretary

Transfer of Presidency to Deborah Wall

Board Resolutions – Read by Gail Roberts

Authorizing officers to sign checks

Authorizing Deborah Wall to sign Network Agreements

Motion was made by Joan Pilkington-Smyth to accept the resolutions

2nd by Nancy Hanson

Approved Unanimously

FY12 Treasurer's Report

Warrant 12.02.12

Olivia presented the warrant to be accepted

2nd by Laurel Clark

Approved Unanimously

FY12 – final financial reports

Debby Conrad read the financial reports for FY12

Old Business  
Enterprise

The order has been placed for the service. We are in discussion with Sirsi regarding maintenance fees and scheduling. Laurie Lessner is overseeing the project. Ben Phinney will be assisting her and coordinating the staff side of things managing individual websites and the staff site. We will go live with 5 versions of the software. We need to extensively test it before we start allowing more versions of the software even though we have been assured that the product can handle many different versions. We won't see more instances until probably FY14. The core functions will be available in 2013. We will be working closely with the PubPac on this project.

Patron Notification

Debby read a written report of the project's progress and the next steps.

Nancy Cappellini asked a question if there would be a change in printing bills. Bills won't change for the moment. Even if a patron gets an email for a bill we still print a bill the next day. Robin Glasser asked if we can customize the notice schedules. The answer is no. Part of the goal is to standardize the process so that we aren't running so many unnecessary reports. Robin asked if the membership was interested in having the 3rd notice be sent earlier than 56 days overdue. Debby Conrad made the suggestion that we hold off on any changes until everyone is running the service. That way we can see how well the system handles the current process and bring it back to the board in September.

New Business  
Eresource Central – VOTE

This is a plug-in for Enterprise. It offers the patrons an interface for econtent that enables them to access the content without leaving the catalog. We were given a very attractive offer. The quote has been signed pending the approval of the board.

Motion was made to accept the offer by Susan Pizzolato

2nd by Frank Ward

Approved Unanimously

Filling holds with nonholdable copies - VOTE

Workflows can now fill a hold with a non-holdable copy. This means, if a patron checks out a non-holdable, and they had a hold for the title, the hold is filled. This doesn't affect non-holdable copies at all. So non-holdable copies will not be on hold lists. The only change would be to have the described transaction fill the hold and not have the hold later come in for a patron who already has or has checked out the item before.

Motion was made by Frank Ward to use this functionality in Workflows

2nd by Olivia Mello

Approved Unanimous

Appointment of Committees by SAILS President

Deborah Wall read the current members of nine committees and asked for volunteers to fill remaining spaces on each committee. Anyone interested in joining should email Debby Conrad at SAILS.

Executive Director's Report

Debby Conrad read her report.

Adjournment at 11:26 by Deborah Wall, 2<sup>nd</sup> by Frank Ward

Carolyn Noah, Assistant Director, Massachusetts Library System