

Board Meeting of SAILS, Inc.
June 18, 2008

PRESENT: Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), William Schneller (Berkley), Robert Rezendes (Bristol Community College), Carole Julius (Carver), Denise Medeiros (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Annalee Bundy (Easton), Carolyn Longworth (Fairhaven), Keith Stavely (Fall River), Diane Monaghan (Foxboro), Dorothy Stanley-Ballard (Freetown), Nancy Cappellini (Hanson), Olivia Mello (Lakeville), Janet Campbell (Mansfield), Susan Berteaux (Massachusetts Maritime Academy), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Elaine Jackson (Norton), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Ferguson (Raynham), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Sharon St. Hillaire (Seekonk), Mary Pelletier (Somerset), x (Swansea), Susan Pizzaolato (Wareham), Beth Smith (West Bridgewater)

Vice President Melissa Campbell called the meeting to order at 10:06am.
Secretary Jayme Viveiros conducted the roll call.

Annalee Bundy (Easton) made a motion to approve the minutes of the previous meeting.
Danielle Bowker (Middleboro), seconded. Approved unanimously.

Treasurer's Report: Warrant 12.20.08

Nancy Cappellini (Hanson) gave the Treasurer's report and made a motion to accept the report as given. Danielle Bowker (Middleboro) seconded. All in favor, motion accepted.

FY08 YTD Report

Considering the unexpected expenses incurred this year, we will still come out even. SAILS is holding money on deposit for more libraries than is owed accounting for the amount in the Accounts Receivable line.

FY08 Line Item Budget Transfers

Increases in utilities and other expenses account for the need to transfer money between lines. We also incurred costs for the maintenance of telecommunications. \$12,000 will be put in hardware reserves. Janet Campbell (Mansfield) made a motion to approve the necessary line item transfers. Annalee Bundy (Easton) seconded. Approved unanimously.

SAILS Investments

SAILS has considered moving some of its money into the equity market because of the poor returns being seen in commercial paper and bonds. Domini will answer the concerns expressed at the May meeting about socially responsible investments while still offering a sound

investment portfolio. We will move money into the portfolio slowly – over a 6-9 month period to total \$100,000 in equity. The remainder of the funds will remain in the fixed accounts. This will involve rewriting the investment policy for the network.

Sharon St. Hillaire (Seekonk) made a motion to pursue rewriting the investment policy for SAILS. Nancy Cappellini (Hanson) seconded. Approved unanimously.

Committee Reports

Nominating Committee - VOTE

The secretary, Jayme Viveiros, cast a single vote to accept the slate for the SAILS Board of Directors.

Circulation Policy Committee

A draft of the policy regarding out of state borrowers was presented to the membership for approval. Purchase of an out of state card at the network minimum provides the purchaser with the full use of the SAILS network. The card is good for one year. The annual fee will be reviewed each June and set by the membership.

Carole Julius (Carver) made a motion to accept the policy as amended on the floor. Olivia Melo (Lakeville) seconded. Approved unanimously.

Olivia Melo (Lakeville) made a motion to establish the minimum fee for out of state borrowers at \$55.00 for FY09. Sharon St. Hillaire (Seekonk) seconded. Approved unanimously.

OLD BUSINESS

Marcive

Debby presented an estimate from Marcive for enhancing the database with Accelerated Reader information. Robin Glasser (Norfolk) made a motion to proceed with the Marcive project. Eden Ferguson (Raynham) seconded. Approved unanimously.

SAILS Landlord

A meeting has been set with the landlord, who seems willing to negotiate; a list of concerns will be presented.

Comcast Connection

Debby hopes to have this in place by the 1st of July; the order was placed on Monday, June 16th. Internet traffic will be routed to the Comcast line; network traffic will continue on the UMASS

lines. Packet shaper will move over to the Comcast line so we can still monitor the use of the connection.

Symphony 3.2.1

This is an upgrade to the newest release of the Workflows Java client that will happen at the end of the month. Staff should not notice any major changes; there will be better linking of the item & patron records, ability to print hold wrappers for available holds, and the option to collapse the barcodes in search results as a default. There are more change, such as the family card, that won't be activated because they require policies that first need to be put in place.

NEW BUSINESS

Enhanced Content

Debby presented a credit memo from Sirsi that reflects a permanent reduction in our annual assessment for the system.

Surveys

Results of the staff and director surveys were distributed and highlighted at the meeting.

Network Report

Debby distributed the Automated Resource Sharing Networks Reports for FY07. SAILS continues to have lower costs than many of the other networks in the state.

Flextime

There was a brief discussion regarding allowing the SAILS employees the opportunity to work a flextime schedule due to the rising cost of gas. Debby assured the membership that there would be adequate in-office coverage.

Executive Director's Report

Debby Conrad gave a summary of her report.

Melissa Campbell presented gifts to Annalee Bundy and Keith Stavely, in recognition of their retirement.

Frank Ward (North Attleboro) made a motion to adjourn. Danielle Bowker (Middleboro) seconded. All in favor, motion accepted.

Adjournment

Meeting adjourned at 11:40pm.

Respectfully submitted,
Jayme Viveiros