

**MEMBERS MEETING OF S.A.I.L.S., INC.**  
**547 West Grove Street, Middleborough Massachusetts 02346**  
**June 19, 2013 10 A.M.**

***MINUTES***

Meeting called to order by Deborah Wall at 10:07 a.m.

**Roll call – Gail Roberts**

Libraries in attendance: Brian Avery (Attleboro), Bill Schneller (Berkley), Carole Julius (Carver), Lynn Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Kathy Bell-Harney (Foxboro), Dorothy Stanley-Ballard (Freetown), Laurie Cavanaugh (Halifax), Olivia Melo (Lakeville), Cathie Coyne (Mansfield), Libby O'Neill (Marion), Stephen Fulchino (New Bedford), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Ferguson (Raynham), Gail Roberts (Rochester), Peter Fuller (Seekonk), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport); SAILS staff: Debby Conrad, Laurie Lessner, Ben Phinney, Kristen Slater, Ginny Berube

We watched a demo by a representative from ProQuest about a book display widget tied to Library Thing for Libraries.

**Approval of minutes of preceding meeting.**

The motion was made by Frank Ward (North Attleboro) to accept the minutes. Laurel Clark (Fall River) seconded. Approved.

**FY13 Treasurer's Report**

**Warrant 12.1.13** – presented by Olivia Melo (Lakeville); seconded by Frank Ward (North Attleboro)  
Approved unanimously.

**FY13 YTD -**

Debby presented the Balance Sheet, and Income Statement. SAILS is finishing this fiscal year with \$60,000 more than last year. A good end to the fiscal year.

**Revised SAILS Investment Policy - VOTE**

This is the formal language of the policy that was approved at the May meeting. There are no changes from that meeting. The policy is on file at bank; auditor will also have copy. Motion to approve: Olivia Melo (Lakeville); Second: Beth Smith (West Bridgewater). Approved.

**Committee Reports**

Nominating Committee – candidates for FY2014 board terms to expire June 30, 2016 - VOTE

At the behest of the Chair, the Secretary cast a single ballot to approve the slate of candidates.

**Old Business**

## **Enterprise – status**

Laurie: the upgrade on Monday went a little longer than expected but overall was successful. Patrons' checkouts were extended by one day, since they couldn't get in to renew, and no holds expired. The main issues are with patrons' holds; if they have a long checkout list, they can't see their holds list. Laurie will talk to account rep. Patrons can turn off the history view so that they can see their holds. Patrons can uncheck "Show my checkout history" under Preferences. Check out history will still be there. Patrons want to be able to sort their past checkouts; an enhancement request has been submitted. SAILS may set a limit on how long they keep the Checkout Histories. The system requirements for Enterprise are IE 9,10, 8; Firefox; Chrome. Some patrons will need help adjusting to the new system. Enterprise works well on a tablet. E-catalog will be gone 30 June, but server is still active, so Debby may keep it open while Enterprise works out the bugs.

## **Ecommerce - Expansion to new libraries.**

A packet of information presented. Smart Pay and sample reports were generated for Norfolk and Lakeville. The first report is a summary by type of fine; the second page is an audit report. The fine links to the item ID. Special pricing extended to Sept. 30. So far, there is not a lot of use. To help libraries make a decision: SAILS has money left over from a couple of public service accounts, and will cover a 90 day trial. If you don't like it, don't subscribe. The library signs contract with SAILS not Comprise. The 90 days start from when we let Debby know (after her vacation). Patrons will only see bills from participating libraries. SAILS issues the checks monthly to the library made out to order. The donations part is not yet active. This is currently the only ecommerce solution available to us. Payment type under Paid Bills will read "Credit Card". The free trial offer is good through end of September. The packet includes a summary for Trustees or towns.

## **Virtual Catalog – Status**

Debby gave report on VC updates. MBLC will cover cost for NCIP installation and first year of maintenance. The start of the initial set of lenders will be in the fall. Items at any library not covered at start can be borrowed from MLS ILL center. Patrons will have a new interface to learn. Information will be displayed more clearly.

## **Moving update**

Debby distributed a floor plan of new space. There will be all new meeting tables for meeting room, foldable and on wheels. Other offices will have a combination of new and existing furnishing. The costs should be around \$30,000 for new furniture and moving existing furniture. Ginny said that there are some old tables and chairs that have no requests on them.

## **New Business**

### **Vote to accept Somerset/Berkley High School as a member**

Motion to accept: Frank Ward (North Attleboro); second: Robin Glasser (Norfolk). We should be losing the two smaller schools in Fall River; Debby is not sure what's happening in New Bedford schools; we may lose all three middle school libraries, too.

### **Discussion – Network Consolidation Study Committee**

A survey from the Western MA Library Advocates was included in the packet. They are not an officially sanctioned committee with MBLC, but are proposing a consolidation of networks. CLAMS did not support consolidation, but will send a representative to the upcoming meeting. CWMARS will not recognize to committee, and says this is not a network priority. NOBLE will not support this. Old Colony hasn't officially discussed this. There was an active discussion, mostly negative on the consolidation issue. Frank Ward (incoming president) will draft a response. It will be presented at the July meeting.

**FY14 meeting schedule**

Debby presented the FY14 meeting schedule. The Annual Meeting will take place on July 10. Board meetings will take place at SAILS new location, possibly restricted to the Board alone. There are usually no meetings December and April. We need locations for hosting membership meetings that are easy to get to, and have parking. The formal meeting schedule presented in July. Frank Ward (North Attleboro) motioned to accept the schedule dates; Laurel Clark (Fall River) seconded.

**FY14 Committees**

Frank Ward will present the committees at the July meeting. There is still a need people for some committees, especially Planning committee which only has one volunteer. If you are interested, send Debby an email when she's back from vacation. We need to change position on Budget committee from academic to "open". Debby will investigate the bylaw wording.

**Executive Director's Report**

Kristen is scheduling a call-in webinar on the new cataloging rules. See the packet for more.

**Comments or questions from directors in attendance**

Debby introduced the new director in Marion, Libby O'Neill. Robin Glasser asked about the state-wide library card; they are on the back-burner. There was a brief discussion of the reopened search for exec director of MBLC.

**Adjournment**

Motion to adjourn made by Frank Ward (North Attleboro); seconded by Laurel Clark (Fall River). Adjourned at 12:11 p.m.

Respectfully submitted,

Gail Roberts (Rochester)  
Secretary