

SAILS BOARD MEETING

547 West Grove Street, Middleborough Massachusetts 02346

March 21, 2012

10 A.M.-12 P.M.

Present: Joan Pilkington-Smyth (Attleboro), William Schneller (Berkley), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Jerry Cirillo (Foxboro), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Judith Kleven (Marion), Susan Pizzolato (Mattapoisett), Danielle Bowker (Middleboro), Stephen Fulchino (New Bedford Public), Frank Ward (North Attleboro), Lee Parker (Norton), Debby Wall (Pembroke), Debbie Batson (Plympton), Eden Fergusson (Raynham), Laura Bennett (Rehoboth), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Ben Phinney, Kristin Slater, Laurie Lessner, Debby Conrad (SAILS).

Call to Order

President Beth Smith called the meeting to order at 10:10 AM.

Roll Call

Secretary Eden Fergusson conducted the roll call.

Approval of Minutes

Laurel Clark (Fall River) made a motion to approve the minutes of the previous meeting. Frank Ward (North Attleboro) seconded. The minutes were approved unanimously.

Treasurer's Report

Warrant 09.1.12

Olivia Melo (Lakeville) moved to accept the warrant. Danielle Bowker (Middleboro) seconded. The motion was accepted unanimously.

FY12 Financial Reports

Debby reviewed the Balance Sheet and Expenditure Report and expressed the view that we are where we should be for the year.

Committee Reports

Budget Committee

Debby presented the Budget Committee's recommendations for FY13 and reviewed the expense line items targeted for reduction in light of the anticipated loss in membership revenue. Areas for reduction include certain modifications to staff compensation, annual maintenance for system printer, reduced costs for Directors and Officers' insurance, and discontinuation of selected services including Tumblebooks and Library Elf. In planning for FY14, Debby anticipates a 3% increase in member assessment. She also plans to either re-negotiate office space lease or locate a less expensive site.

Danielle Bowker (Middleboro) moved to accept the Budget Committee's recommendation. Frank Ward (North Attleboro) seconded. The motion passed unanimously.

Voice Notification Committee

Debby reported that five libraries have been selected to be the test libraries for the new forms of patron notification. Libraries will collect data during the test period in April. Debby emphasized that patrons will have to decide on one type of notification: email, SMS or phone. She urged members to update the notice option in patron profile with the patron's preference. SAILS will provide publicity materials and a registration card template for libraries to use for getting updated patron information. An online link will also be available. Circ staff will be trained on how to enter the data. Training will be conducted onsite and through webinars.

Old Business

Wiki Discussion Board

Ben demonstrated the new Discussion Board on the SAILS Wiki. Invitations will be sent to Directors to join.

SAILS Public Website

Laurie revealed the redesigned SAILS website. Launch is planned for late March.

Virtual Catalog RFP

Debby updated membership on the status of the Virtual Catalog RFP. Four vendor responses have been received. Two days of demos are planned for May 1, and 2. An announcement will be made in next week or two about vendors. Members are invited to attend the demonstrations.

New Business

Release 3.4.1

Debby reviewed new features of the next Workflows release. The new version will be implemented the first week in April. After discussion, members decided by consensus to turn-off the Unfill Hold feature.

OverDrive

On a recommendation from Danielle Bowker (Middleboro) of the OverDrive Committee, the membership agreed to a change in policy regarding additional copies. It was decided to purchase an additional e-book copy based on a threshold of 10 holds rather than the current 7.

Executive Director's Report

Debby gave a brief summary of the results from the 2012 Patron Survey. More than 1800 responses were received. Complete results were provided to members. She discussed the possibility of using a new Pay Pal service for bill payment. She will continue to investigate.

Adjournment

Danielle Bowker (Middleboro) moved to adjourn the meeting. Laurel Clark (Fall River) seconded the motion. President Beth Smith adjourned the meeting at 12:03 PM.

Respectfully submitted,

Eden Fergusson