

BOARD MEETING OF S.A.I.L.S., INC.
547 West Grove Street, Middleborough Massachusetts 02346
March 20, 2013 10 A.M.

MINUTES

Meeting called to order by Deborah Wall at 10:06 a.m.

Roll call – Gail Roberts

Libraries in attendance: Brian Avery (Attleboro), Bill Schneller (Berkley), Robert Rezendes (Bristol Community College), Lynn Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Kathy Bell-Harney, Deb Volpini (Foxboro), Laurie Cavanaugh (Halifax), Olivia Melo (Lakeville), Katherine Schacht (Mansfield), Sue Pizzolato (Mattapoisett), Christine Dargelis (Middleboro), Stephen Fulchino (New Bedford), Ann O’Leary (New Bedford Schools), Robin Glasser (Norfolk), Frank Ward (North Attleboro), Lee Parker (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Ferguson (Raynham), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Peter Fuller (Seekonk), Cynthia St. Amour, Sephi Alves (Swansea), Susanne Duquette (Taunton), Denise Medeiros, Deb Rich (Wareham), Beth Roll Smith (West Bridgewater), Sue Branco (Westport), Claudia Schumacher, Mary Tobichuk (Wrentham); SAILS staff: Debby Conrad, Laurie Lessner

Approval of minutes of preceding meeting.

The motion was made by Frank Ward (North Attleboro) to accept the minutes with correction. Beth Smith (West Bridgewater) seconded. Approved.

FY13 Treasurer’s Report

Warrant 09.1.13 – presented by Olivia Melo (Lakeville); seconded by Laurel Clark (Fall River) Approved unanimously.

FY13 YTD -

Debby presented the balance sheet and income and expense reports as of 2/28/13. There was nothing of note to report other than collected more in member assessments than budgeted. Since there has been no response to a letter to Fall River school, they are being removed from SAILS. Generally, we are on target.

Committee Reports

Relocation Committee – work done to date

The report was included in the packet, and was sent out last week. In general, the main goal was to reduce space and expenses. SAILS’ Attorney needs to look at the lease before it can be signed. Gail Roberts read a resolution authorizing SAILS to enter into an agreement with Campro Investments for Suite 102 in the Lakeville Office Park for a period of 10 years starting October 1, 2013. Motion seconded by Robin Glasser (Norfolk). The motion was approved unanimously. Sue Pizzolato (Mattapoisett) thanked the committee and Debby for their work on this.

Old Business

MLA Legislative Day - March 26, 2013.

The theme is “Restoration of Funding to Line Item to State Aid to Public Libraries”. Registration is from 9-10; briefing at 10:00. There is a car pool leaving from SAILS. If you can’t go, call legislators office; send mail; send email asking for a return of funding to this line item. Ask the Trustees to call or write. Let Debby know if you’d like to car pool to Boston.

Ecommerce

Legal opinion re: “courtesy fee”

Irene Schall, our attorney, gave her opinion that payment by credit card is permissible for libraries. We will need to charge “courtesy fee” since merchant account fees cannot be covered by municipalities. There will be an annual fee

to Comprise for maintaining web portal, passing data back and forth between our system and their system, detailed breakdown of payments, etc.

How money will be disbursed

Comprise pulls data out of our system, and reports back transactions taken place in previous month. This data includes the patron ID, item ID, fine type, fine ID (based on the item ID). Nothing says who original billing library is. Overdue fines can be credited to patrons library. Fees for loss, damage will be reported based on the item library. Overdue fines can also be credited to the item's library. This will not work for Virt Cat or ILL items. There was a motion made for fines to follow the item's code – Melissa Cambell (Plainville); Second – Peter Fuller (Seekonk). Approved unanimously. Lakeville and Norfolk will try this out and Debby will report at the May membership meeting. The contract will be between SAILS and Comprise. Participating libraries can be billed separately or with annual assessment. This will be an open enrollment; libraries can sign on any time, and can cancel with 90 days notice. Other libraries offering credit/card payment options report that they collect up to 70% more in fines. This method can also collect donations. Emails were sent out with the fees for individual libraries to join. SAILS will send a form for us to detail how checks are made out for each type of payment. The only fee to pay will be to Comprise. It was requested that Debby send out a one-page rundown on the costs for directors to share with their town auditors and with Trustees.

Merchant banking

We'll need to get a merchant processor to process the payments from Comprise. Debby compared processing companies East Commerce and TSYS, with the result that Debby is recommending TSYS for merchant processor. Motion to approve –Robin Glasser (Norfolk), second Melissa Campbell (Plainville). Approved. There also needs to be a separate checking account needs to be set up with Debby as a signer as well as the officers. Resolution was presented by Gail Roberts (Rochester) that authorized Debby to set up a separate checking account; seconded by Susan Pizzolato (Mattapoisett). Approved.

Minimum payment

There will be a \$2.00 minimum on payments. Robin Glasser (Norfolk) made the motion that we institute a \$.45 courtesy fee. Seconded by Frank Ward (North Attleboro). Approved.

Enterprise –

“Favorites” users will get letter letting them know it will be discontinued and listing alternatives.

New Business

Virtual Catalog – Share-it was tabled.

Executive Director's Report

Debby reminded us that there are services being offered to patrons that we should try out. She will start reporting Bookmyne usage per library. Enterprise – ecatalog is out as of end of June. Contact Laurie for help in setting library computers to Enterprise.

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

Respectfully submitted,

Gail Roberts (Rochester)
Secretary