

MEMBERS MEETING OF S.A.I.L.S., INC.
547 West Grove Street, Middleborough Massachusetts 02346
May 15, 2013 10 A.M.

MINUTES

Meeting called to order by Deborah Wall at 10:05 a.m.

Roll call – Gail Roberts

Libraries in attendance: Joan Pilkington-Smith (Attleboro), Carole Julius (Carver), Lynn Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carrie Tucker (East Bridgewater Schools), Uma Hiremath (Easton), Carolyn Longworth (Fairhaven), Laurel Clark (Fall River), Kathy Bell-Harney (Foxboro), Dorothy Stanley-Ballard (Freetown), Laurie Cavanaugh (Halifax), Nancy Cappelini (Hanson), Olivia Melo (Lakeville), Cathy Coyne (Mansfield), Susan Berteaux (Mass. Maritime), Sue Pizzolato (Mattapoisett), Danielle Bowker (Middleboro), 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), Laura Bennett (Rehoboth), Gail Roberts (Rochester), Peter Fuller (Seekonk), Bonnie Mendes (Somerset), Denise Medeiros (Wareham), Beth Roll Smith (West Bridgewater); SAILS staff: Debby Conrad, Laurie Lessner, Ben Phinney, Kristen Slater, Ginny Berube

Approval of minutes of preceding meeting.

The motion was made by Melissa Campbell (Plainville) to accept the minutes. Laurel Clark (Fall River) seconded. Approved.

FY13 Treasurer's Report

Warrant 11.1.13 – presented by Olivia Melo (Lakeville); seconded by Robin Glasser (Norfolk). Approved unanimously.

FY13 YTD -

Debby presented the balance sheet. We are currently \$50,000 ahead of this time last year. Debby is waiting for final payment from state. There will have some line item modifications in June. Our individual assessments will be the same as last year.

Rockland Trust Investment Team – discussion to diversify SAILS investment portfolio

Paula Murphy, portfolio manager; Richard Hayes, VP, regional manager; Jeffrey Smith, Sr. VP. There was an overview of the bank and the Investment Manager Group. Portfolio manager – overview of current portfolio; how portfolio is doing now; contents of portfolio; changes in portfolio – adding other types of investments, but keeping 50% in high-yield government bonds. No increase in fees. Debby wants to change the purpose of the savings to be more of a return for our individual investments, where we wouldn't be so reliable on government budget problems. Discussion: this can increase our interest rate to 4.5%, and will remain a "conservative risk". Some want us to invest in "socially responsible" investments. They will supply us with a list of funds invested in, and we can look at the investments later. The Investment Policy written and kept by Rockland Trust. Motion to accept the portfolio as Rockland Trust has designed it – Olivia Melo (Lakeville); Second – Nancy Cappelini (Hanson). Approved unanimously.

Committee Reports

Personnel Committee – Executive Director's Evaluation

Beth Smith reported that the Committee met with Debby, and went over her evaluation. She has performed above satisfactory on all counts. Debby will get back with her goals for the future.

Budget Committee – FY14 Income and Expense Budget

The Action Plan hasn't changed. Debby presented the revenue and expense projections with explanations. The FY14 Budget is 1% higher, and includes a list of estimated moving expenses, including \$25,000 for

changing to SaaS. Motion to approve Action Plan including budget, Laurel Clark (Fall River); second: Frank Ward (North Attleboro). Approved.

Nominating Committee – candidates for FY2014 board terms to expire June 30, 2016
Carole presented the list of candidates for FY14 board: Carolyn Longworth (10,000 – 24,999); Carole Julius (10,000-24,999); Jocelyn Tavares (under 10,000); Laurie Cavanaugh (member at large); Jayme Viveiros (Bristol County). The vote is next month.

Committee for Responsible Cataloging – Report
Jocelyn Tavares presented the committee's recommendations.

Restrict holds on Blu-Ray (VOTE) – only 2-3 libraries are intentionally purchasing blu-ray. There are not enough copies to fill demand, setting expectations that can't be met. We will revisit this in 6 months, once there are more copies. Motion to accept: Bonnie Mendes (Somerset); Second: Joan Pilkington-Smith (Attleboro). Approved. One negative. SAILS will help us set up circ maps.

Split Combo Sets into Widescreen and Blu-Ray records (VOTE)
Motion to approve: Robin Glasser (Norfolk); Second – Dorothy Stanley-Ballard (Freetown). Approved unanimously.

Require subfield z for multipart sets at the time of order (VOTE)
This should make it easier for patron to know what they're ordering. The action needs to be done at the time the acquisition is being created. For libraries doing Acquisitions. Motion to accept: Frank Ward (North Attleboro); second: Susan Berteaux (Mass. Maritime). Approved unanimously.

Create a single record for standard print editions of popular fiction (VOTE)
This only applies to items with many versions to streamline records. This is for Fiction, not retroactive and pertains only to fiction titles.. Large print will be separate. The policy was amended to read: Master records will be based on format, for hardback, large print, audio, paperbacks, ebook. The request is that the ISBN be added, not to have to create new record. Motion to approve: Frank Ward (North Attleboro); second: Joan Pilkington-Smith (Attleboro). Approved.

Create a single record for books on CD that have the same narrator and length (VOTE) – Motion to approve, Melissa Campbell (Carver); Second: Robin Glasser (Norfolk). Approved.

Require Large Type edition statement on 9XX acquisitions records (VOTE): This will help with holds on acquisitions records on large print. Motion to accept– Bonnie Mendes (Somerset); second – Laurel Clark (Fall River). Approved.

Eliminate "A Novel" from the 245 field even if it appears on the title page (VOTE)
Motion to approve: Frank Ward (North Attleboro); Second: Olivia Melo (Lakeville). Approved.

Create series statement for popular fiction rather than having it appear in the 245 field (VOTE) This will make Series searchable. SAILS will create series statement. Motion to approve: Laurel Clark (Fall River); Second: Debbie Batson (Plympton). Approved.

Old Business

Enterprise – status.

Laurie – the development is going pretty well. We can now search specific library which limits to what you own. The link from our website will search all libraries, our holdings will go to top. "All Tools" (found in "Research Tools") can list our online tools, and includes resources from state databases. There is also a separate kids platform. Send any customizations to Laurie. There is no longer a direct login; it's a link from our website.

Ecommerce - status

Debby – SmartPay is currently working in Norfolk and Lakeville. She distributed the reports that are generated. A single URL that can be put on our website and on Enterprise. Bills that the patrons will see will be from participating libraries, and they will see payable bills only. There will be a warning on the website. SmartPay is currently rewriting donations screen to specify the library. Signup will start in July, and the agreement will be with SAILS. Small libraries should wait.

Virtual Catalog – Status

Autographics is testing the NCIP connections with SirsiDynix. The first networks will be starting in the fall although the date has not yet been set.

Freegal/Freading/Rocket Languages

Debby: interested libraries who want to opt in should let the Freegal salesperson know.. Let Freegal know if you want to join, they will bill us. 17 libraries currently are interested in Freegal.

New Business

Buy It Now – SirsiDynix presentation –

There was a phone presentation from the SirsiDynix rep. Patrons can purchase items through library's website or OPAC, and the network will receive a portion. If patron purchases anything from Amazon or any other vendor via the "Buy It Now" link on website, network receives a cash once a year. The proposal was moved to the Budget Committee, who were charged to look at this in August.

Release 3.4 SP3

The new release will be put in place soon; testing is needed. Staff will have to update clients, no new features.

Mobile Circ

Debby is participating in a Strategic Partner program to establish tablet based circ. This app can do inventory, register patrons, search and circ. It is now at the Beta level. (Apple iPad government purchase website. SAILS can order iPads for us.) this is not expected to start until after July.

Overdrive's Big Library Read Program

Overdrive is encouraging patrons and libraries to download and read the same book. There can be simultaneous users. Free unlimited checkout, and the title is free until June 1. It is now on the SAILS home page.

Resolution to authorize Deborah Wall to sign the SirsiDynix SaaS agreement

Gail read the resolution, and Deborah Wall signed it authorizing Debbie Wall in her capacity as SAILS president to sign the SaaS agreement providing the terms do not vary from those presented to the membership at the February 22 2013 meetings.

Disposing of equipment and furniture before move

Debbie distributed a list of furniture from the SAILS office that is offered free to member libraries. They will distribute items to libraries that need them, then sell the left overs on Craigslist. Motion to accept: Lee Parker (Norton), second by Steve Fulchino (New Bedford). Approved. There will be a website put up; member libraries can indicate what they want and how many. The items will be distributed by a lottery. This will start over the next week or so until the first of August. Anything left will go on Craigslist; then given away.

Skyriver EMarc express for Library Advantage cataloging

Kristen is transitioning Library Advantage Libraries over to SkyRiver rather than using the TLS service through Overdrive; better records for lower cost.

Vote to extend SAIL Strategic Plan through June 30, 2016

Due to the move, there is little time to create a new Strategic Plan. Debbie asked that we extend the current one for another two years. Motion to approve: Beth Smith (West Bridgewater); Second: Nancy Cappelini (Hanson). Approved.

Vote to approve Attleboro Public Library's Summer title exemption

Following the procedure, Attleboro is asking that their Summer Read title be exempt from holds. Motion to approve: Robin Glasser (Norfolk); second, Melissa Campbell (Plainville). Approved.

Vote to congratulate Judie Kleven on her retirement from the Elizabeth Taber Library (Marion)

Motion to approve: Gail Roberts (Rochester), Susan Berteaux (Mass. Maritime) seconded.

Executive Director's Report

Debbie has received first proposal from WB Mason. They plan to maximize meeting room space with individual tables on wheels. Ginny and Kristen are attending a class in Excel. Ben will be going to a Northeast SirsiDynis user's group meeting. Laurie will be attending ebook vendor presentations. Currently underway: personnel evaluations and salary reviews.

Comments or questions from directors in attendance - None

Adjournment Motion to adjourn: Laurel Clark (Fall River); second Olivia Melo (Lakeville). Adjourned 12:29 p.m.

Respectfully submitted,

Gail Roberts (Rochester)
Secretary