

SAILS BOARD MEETING

**547 West Grove Street, Middleborough Massachusetts
02346**

NOVEMBER 19, 2008

10 A.M.

Call to Order – Melissa Campbell 10:07

Roll call – Gail Roberts

In attendance: Jayme Viveiros (Acushnet), Betty Gregg (Bridgewater), Carole Julius (Carver), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater PL), Carrie Tucker (East Bridgewater Schools), Carlyne Longworth (Fairhaven), Jerry Cirillo (Foxboro), Olivia Melo (Lakeville), Danielle Bowker (Middleboro), Melissa Campbell (Plainville), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester),

Approval of minutes of preceding meeting motion:
Danielle, Second Jamie Approved

FY09 Treasurer's Report motion, Carole; second: Jerry.
Approved

Warrant 05.2.09

FY09 financial reports Debby: compared with the same time last year, running \$40,000 more. Hoping to end the year with a cash carryover. One piece of commercial paper maturing in January, may move it into the Federal Government Fund or short-term CD. Investments are fine,

expenditures are on-track. Everything looks good.

Committee Reports

Circulation Policy – Local Holds only allowed on items that cannot go through delivery, removing patron name from RHA Group holds set up, so that NB is filling their own holds first. Can we set up local holds on things that we don't want to share, i.e. patron can't place holds on home library's stuff. Debby will change this by tomorrow. Playaways question: the problem is the battery. Will wait until most of the libraries have purchased some. Patron name on RHA: won't appear on reports anymore, also user ID, also start tomorrow.

Personnel – Flexible Spending Plan and Payment for staff not on health insurance : staff meeting earlier. Time for staff members to enroll in spending plans. SAILS will offer to pay the fees, amounting to \$500/year. Rewarding staff members not enrolled in health insurance; they get \$500 bonus for not costing SAILS for the insurance.

Motion for SAILS to pay \$500 for administering Flexible Spending Plan: Carole; second: Olivia. Approved. Motion for a onetime payment of \$500 in a check instead of money going to retirement plan for staff not enrolled in health insurance. Motion: Danielle, second Eden. Approved.

User Experience grant: Three separate surveys: biggest just went out to all patrons, got an email to take the survey. 5600 responses out of 20,000 emails. 800 people have volunteered to be on focus groups. Will be up until the first of December. Second and third parts: responses from k-12, and academic members. Mid-December: RFI goes out as a checklist. Looking both at commercial and open-source

products. Right now SirsiDynix doesn't have anything that will meet our requirements. May be around 8 vendors that we will be contacting. Open demos in February, selection done by March. Majority of respondents want access to online reference, which we already offer, so it needs to be marketed better. Survey results can be seen on Survey Monkey.

Old Business

Fall River Schools – status of membership : copy of letter sent to superintendent, followed up with another letter sent to everyone. Confirmation received from principal that it was being worked on, call from CFO. Contract signed, PO issued. Kim has been laid-off. Still members of SEMLS, until December. Delivery may still be discontinued as of the first of January. Once Debby receives confirmation from SEMLS, she will start up holds again. For next year, Debby will downsize their connections, saving them \$7000.

New Business

Appointment of Website Design Firm Selection Committee : will look over what has been received in survey and will advise on. Five volunteers will be contacted by Melissa. Laura Bennett, Rehoboth; Nancy Capellini; Daisy Delano, Taunton; Madeline Holt, Easton; Nanette Ryan, W. Bridgewater.

Delivery Meeting and follow-up: CLAMS, Old Colony, and SAILS met with Cindy Roach and delivery company. Outside consultant has been brought in to study the sorting. The group will be studying alternative ways to label delivery items that will streamline the process. Waiting for

Cindy to tell libraries what to do to prepare. We should all consider barcoding on the outside of the item, preferably on the upper left, per Debby.

Debby: business manager in Foxborough School Department is refusing to sign the agreement, even though they've paid. DC has contacted our attorney and will draft a letter to the school superintendent.

Early registration for CODI Unicorn users group, combined meeting in Dallas next year. DC wants permission to pre-register, 4/5-8.

Too many finished reports caused a backup and libraries couldn't view reports. Will delete sooner, also the Clean Holds and RHA reports.

Executive Director's Report: new IBISTRO server was physically installed, set up work may be done, changeover will be Monday morning, IBISTRO will be offline for a couple of hours. Kristen has scheduled a serials control workshop for December, small libraries should also check it out. Makes things easier for handling periodicals. Bob has been doing Director station training. Bob and Kristen have been working on customized policy lists. Family card functionality being tested, Circ committee needs to look at it. Jorj nearly done installing new computer, and will be visiting to check computers. Memorials have been sent for Mary Jane Pillsbury and Judy Wallace.

No meeting in December, membership meeting in January.

Overdrive meeting after this meeting, will start buying Ipod compatible stuff.

Adjournment motion: Eden, second: Carole. Approved.

11:11.