

**Board Meeting  
SAILS Library Network  
10 Riverside Drive, Lakeville MA  
November 19, 2014**

**Call to order**

President Lynne Antunes called the meeting to order at 10:08 a.m. She appointed Jayme Viveiros Secretary Pro Tem.

**In attendance:**

Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manuel Leite (East Bridgewater), Laurie Cavanaugh (Halifax), Catherine Coyne (Mansfield), Susan Berteaux (Massachusetts Maritime Academy), Debbie Batson (Plympton), Bonnie Mendes (Somerset), Denise Medeiros (Wareham), Sue Branco (Westport), Debby Conrad, Laurie Lessner, Kristin Slater, Jayme Viveiros, Ginny Berube (SAILS)

***Motion to approve the minutes of the October 15 Membership meeting – Bonnie Mendes. Second – Catherine Coyne. Motion passed.***

***Motion to approve Warrant 05.1.15 in the amount of 61,363.91 by Carole Julius. Second – Debbie Batson. Motion passed.***

**FY15 YTD Financial Report**

SAILS has received the full amount of the FY15 LSTA grant. The project is scheduled to begin in early December 2014. Debby participated in a conference call with the network's Rockland Trust investment team. The printed report is included in the handout. The portfolio has reached the mix of investments outlined in the Investment Policy. The 1 year return on investment was 3.6%. The network's investment goal was a 3% return so the portfolio is exceeding expectations.

**Committee Reports**

**Long Range Planning Committee**

On behalf of Frank Ward, LRP Committee Chair, Debby Conrad asked that the Strategic Plan as presented to the membership at the October 15, 2014 meeting be approved.

***Motion to approve the plan as presented – Carole Julius. Second - Jocelyn Tavares. Motion passed.***

**Budget Committee**

***Motion to approve the FY16 Action Plan as presented by the Budget Committee – Carole Julius. Second -Bonnie Mendes. Motion passed.***

## PubPac –

The PubPac Advisory Committee met and approved the following updates to Enterprise. These updates will be introduced in GA7 which is to be released in the very near future. SAILS staff will record a webinar to be viewed by staff after the changes have been made to familiarize them with the new features.

Laurie presented the test site

- create graphic & link to book letters awards lists
- Change Library Information link to say “Forgot your PIN” and make brighter/bold.
- Remove all other content but link to pin request form.
- Remove forgot your pin link in middle of header and replace with link to book letters lists.
- Add link somewhere more prominently to Omeka
- Book Lovers Tools – sends to detailed display
- View Marc button – “staff view”
- Add to GoodReads
- Incorporating BookLetters
  - Great Reads for Kids
  - Great Reads for Teens
  - Fun for Readers
  - New Book alert sign-up

Research Tools and Online Articles - some will be removed as they are no longer be updated. The PubPac felt they could not be responsible with keeping them current. This topic will be reviewed in 2015.

Spell Checker – SAILS is testing the Jaunter Spell Checker as the Did you Mean in Enterprise is not very helpful. A quote will be prepared after the test period and will be presented at the January membership meeting. This will be paid for the extra funds SAILS has for content as the result of reducing the Syndetics Content.

## Old Business

### Enterprise - Responsive Catalog

Laurie presented the Responsive Catalog. This will recognize when users are using a mobile device and provide the user with a mobile version. Patrons will have the option to view the full screen by clicking on a link. This will be available after GA7. SAILS plans to provide users with the full version, a responsive catalog version, and a mobile app for users who do not use browsers on their mobile devices.

### MobileApp - BookMyne Plus

SAILS is testing Bookmyne Plus. It is an enhanced version of Bookmyne that supports local branding and content. Currently only available from iTunes but it should be in the Google Play Store soon.

User can select the library, which will be customized with the libraries logo, etc. links out to local content: suggested reading (powered by GoodReads (or suggested links), social media, calendar (need to explore options with EK). Search by location. Future development - blue cloud commerce - paying fines online using the app (for publics). If the test proves to be acceptable SAILS will be able to use extra funds that the network is receiving to expand the product to all libraries. SAILS will continue to investigate other options as well.

#### BookLetters

All public libraries have links to the reading lists and the page where patrons can sign up for new title alerts. Jayme is creating log ins for libraries. Training will be offered in December and January. The network staff is looking at how to incorporate other BookLetters features into Enterprise.

#### Item Group Editor

Debby reviewed features. Three libraries are testing. Once the testing is complete training will be offered to other libraries.

#### BlueCloud Rewards

Some used for MobileCirc - testing - final version in January.

Some additional funds still left. Staff have been seeking a way to receive training online. 5 seats on Mentor which is the SirsiDynix supported web based training component. This will consist of core training sessions to assist new hires in using the system more quickly and correctly.

Debby made the proposal to use \$1000 of BlueCloud Rewards for these seats.

***Motion to use \$1000 of the remaining BlueCloud Rewards to license 5 Seats of Mentor Training – Susan Berteaux. Second – Bonnie Mendes. Motion approved.***

#### MLS Ebook Project

29 libraries from SAILS participating, 220 overall from the state. Amount to be invoiced is going down from original quotes. Pricing was based on participation. Percentage of discount was based on total number participating; schools have been removed from the total - content not appropriate. SAILS handling the billing and collecting letters of agreements. Brief review of SAILS responsibilities in the MLS e-Book project. Another aspect of this project - loading all of the records, updates, dealing with partial participation - Bibliographic Managers are now meeting.

#### BlueCloud Commerce

Testing is underway for the Boyden Library in Foxborough. It is somewhat different than SmartPay, but still simple for the patrons. \$.50 processing fee. Receipts sent via email to patron and SAILS office. More detailed reporting mechanism will be set up in the system to expand to all public libraries. Expanded reporting functions will be included in Symphony

Release 3.5 which SAILS will be beta testing in December 2014. Once SAILS has determined the reporting meets our audit trail needs, the service will be expanded to public libraries. Goal is to have all libraries on this platform for credit card payments by March 2015.

## New Business

### LSTA Grant 2016

SAILS will be submitted a Letter of Intent under the Open Projects program to fund mobile access services for patrons.

### Eresources Cataloging

An ad hoc advisory committee was appointed. The committee is recommending that SAILS move to a model similar to how it handles print materials so that libraries are creating cataloging requests for titles ordered in Overdrive and other libraries attach holdings to those records when they acquire them. SAILS will be testing this in December on its orders and then expanding the testing to Dartmouth.

The physical description for the eresources is going to be updated to the following – Ebook, Downloadable Audio, and Streaming Video.

There have been issues with vendor records having to be loaded multiple times – the 856 tags are not in alphabetical order.

***Motion that the network adopt a policy that it will not guarantee that the 856 tags will load alphabetically – Lynne Antunes. Second – Susan Berteaux. Motion approved.***

***Motion that the network adopt a policy that it will be the member libraries' responsibility to notify SAILS when they add, renew, or drop a new subscription service that could include bibliographic records and that 2) it will be the member libraries' responsibility to notify SAILS if the vendors change links – Lynne Antunes. Second – Catherine Coyne. Motion approved.***

Brief discussion of on demand titles.

## Other

Dighton Rehoboth Schools have expressed an interest in joining the network. Debby will be following up.

New Bedford High School has hired a new librarian but the collection has to be condensed because it has shrunk from 6 rooms to 2 rooms. It is basically closed until January 2015  
Fall River Historical Society institutional record created, will begin adding items shortly  
Wareham - patrons flipped, clarification being sent, Swansea, Freetown serving

Small Libraries Committee in Networks is meeting on November 24. Debby will be pressing for funds for existing members of networks outside of CW/Mars.

Jayne has been appointed to the State Aid Advisory Committee – the first meeting will be Dec. 16th

Statewide Discovery Platform Committee - on hiatus - RFP being developed

Network Administrators Meeting - December - ComCat update expected

Recognition of Kristin Slater's 20 year anniversary as a member of the network staff.

No Board Meeting in December

Membership meeting in January

***Motion to Adjourn – Bonnie Mendes. Second – Susan Berteaux.***

President Lynne Antunes adjourned the meeting at 12:00 p.m.

Respectfully submitted

Jayne Viveiros

Secretary Pro Tem

November 19, 2014