

## **SAILS MEMBERSHIP MEETING**

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

**October 14, 2008**

**10 A.M.**

**In attendance:** Jayne Viveiros (Acushnet); Walter Stitt (Attleboro) William Schneller (Berkley); Sainath Chinnaswamy (BCC) Carole Julius (Carver); Carolyn Longworth (Fairhaven); Debra Deionker-Berry (Halifax); Janet Campbell (Mansfield); Judith Kleven (Marion) Stephen Fulchino (New Bedford); Robin Glasser (Norfolk); Elaine Jackson (Norton); Deborah Wall (Pembroke); Debbie Batson (Plympton); Eden Ferguson (Raynham); Gail Roberts (Rochester); Bonnie Mendes (Somerset); Beth Smith (West Bridgewater) Deborah Conrad, Laurie Lessner, Kristin Slater, Robert Demanche (SAILS).

**Call to Order** – President Manny Leite (East Bridgewater) called the meeting to order at 10:08 AM.

**Roll call** – Secretary, Bonnie Mendes (Somerset), conducted the roll call.

**Minutes** - a motion was made by Robin Glasser (Norfolk) to approve the minutes of the September meeting as presented; Eden Ferguson (Raynham) seconded the motion. Minutes were approved unanimously.

**FY10 Treasurer's Report** – Treasurer Carole Julius (Carver) made a motion to approve the warrant 04.1.10 as presented. Seconded by Jayne Viveiros (Achusnet). Motion was approved unanimously.

Debby Conrad (SAILS) reported on the **FY10 financial reports** including the balance sheet and income statement.

**The FY09 Audit** is posted on website, <http://www.sailsinc.org/Corpdocs/FinancialStatements.pdf>. Board members received hard copies as required by law. SAILS assets are greater than the previous year because of a \$130,000 carry over which is a result of a combination of re-negotiation of contracts with vendors and carry-over on the grant (which has been spent). It is also a result of fiscal planning. Tax return was an extended Form 990 – FY09 Tax Return (which is the first time this has been required). <http://www.sailsinc.org/Corpdocs/TaxReturn.pdf>

### **Committee Reports**

**Nominating Committee** – Opening for School Representative -- Carole Julius (Carver) reported that Caroline Tucker has resigned her position on the SAILS board due to the

fact that she has accepted a position out of network. This leaves the position of school representative open. The nominating committee did not get any volunteers. According to by-laws this can remain open until spring. It is a difficult position to fill because of the time of meetings.

**Budget Committee** – FY10 Budget Revision – Debby Conrad presented budget revisions that reflect the changes to be made in our telecommunications. A motion was made by Carole Julius (Carver) to approve revision. Seconded by Janet Campbell (Mansfield). Motion was approved unanimously.

**Personnel Committee Recommendations** – The committee made the following recommendations based on the telecom savings of \$30,000. Robin Glasser (Norfolk) made a motion that:

- 1) Longevity bonuses to be restored for FY10.
- 2) Debby Conrad's FY10 salary increase will begin in November rather than January.
- 3) \$1,500 will be set aside to allow someone to attend the annual SirsiDynix Users Group meeting in April 2010.

Seconded by Walter Stitt (Attleboro). Motion was approved unanimously.

## **Old Business**

**SoPac implementation** progress report –Programmer has run into issues with Unicorn software and SoPac, but it is being worked on. According to their schedule we are a month behind, but we have until August according to the grant. Laurie Lessner (SAILS) showed us the logo winner (#3). 48% of patrons voted for this one and it was the choice of the Board. Debby Conrad reported that according to the monthly report from the project manager we have paid for 520 hours, but only used 100 hours.

**Status of migration to new telecommunications configuration** – Debby Conrad reported that she has been in discussions with Comcast and Verizon. Comcast would require three separate lines – not a good solution for SAILS. Vios from Verizon is available to Middleboro. The proposal is for 61 IP addresses, less cost than ComCast and faster band-width. A Comcast line will be pulled for those having leased lines. SAILS would go with a proposal from Verizon for hardware and a proposal from FTG for the services. A formal timeline will be developed. This is a two (2) year contract and can be revisited if it is not working well for us; however, it does appear to be a very good solution for SAILS, the cost savings immense and service will be better.

**Conflict of Interest** – Annual Disclosure – Attorney's Opinion. A letter was presented regarding the Conflict of Interest policy adopted by the Board.

**Statewide Delivery Summit** – October 16, 2009. Debby Conrad reported on the agenda for this upcoming meeting. In a nut shell, this meeting will be a review of recommendations from various committees and representatives and will include:

Labeling & Packaging recommendations. Barcode on the outside left hand corner to make it easier to process and relates to automated sorting. Delivery routing slip issues. Debby Conrad has been talking to SEMLS regarding coding/labels on slips. She did demonstrate a Barcode duplicator which will scan and print a duplicate barcode. Much discussion regarding the pros and cons for this ensued. D.Conrad will look into the cost of this machine and will email the information to Directors. Laurie Lessner reported on the status on automated sorting. Proposals from different companies for statewide use have been discussed and an action group has been formed to create a RFP. Again, much discussion by the Board regarding this process.

At the meeting of the 16<sup>th</sup>, budget will be discussed, single state-wide delivery system discussed and they will ask for approval to go ahead with a RFP for sorting, Would the Board recommend that the Network help pay for a consultant? It was suggestion that it would only be agreed upon if it did not cost more than \$1.000.

## **New Business**

**User Announcements** – a recommendation was requested to discontinue running user announcements for all libraries. The reason behind this request is the issue with the running of these announcements often freezing the system and Sirsi is not sure why it is happening. Other options available would include *Bookletters* or *Constant Contact* and SAILS can provide emails for you. A motion made by Walther Stitt (Attleboro) to discontinue user announcements for all libraries; seconded by Robin Glasser (Norfolk). Motion was approved unanimously

Request was made by **Pembroke to establish a non-holdable collection** for their summer reading program under the rules set forth by SAILS Bylaws. A motion was made by Manny Leite (East Bridgewater); seconded by Beth Roll (West Bridgewater). .

Manny Leite (East Bridgewater) made a motion to accept the **Whistleblower Policy** as presented. This is a result of new rules under the extended Form 990 of the IRS. Seconded by Carole Julius (Carver). Motion was approved unanimously

## **FY11 MBLC Budget**

Debby Conrad reported on the directive by the state budget office regarding cuts in the FY11 Budget of the MBLC. They have been asked to submit a budget 17% less than

FY2010. The Library of last recourse cannot be reduced as there is a minimum per-capita which was set in 1981 and it has reached this minimum; therefore the cuts have to come out of the regions. This many result in a 25% decrease for the networks which is on top of the 25% increase already in place. Bottom line – our reimbursement is less than what we were getting in 1998 when our operating costs were much less. MLA is holding a rally for libraries on November 4<sup>th</sup> at the Statehouse. BE THERE!

Debby Conrad also reported on the **FY10 Telecommunications and Virtual Catalog Grants.**

**Presentation by Rockland Trust** by Charles Oliver (who also happens to be a Trustee of the Attleboro Public Library) and Tony Aveni from Rockland Trust Commercial Lending division. He outlined the bank's philosophy on investments and non-profits. Team work and communications are key. Debby explained that our contact with Eastern Bank is out of Boston and the relationship no longer meets our financial needs. She is confident that meetings and communications would take place on a regular basis with Rockland. Their fees are competitive, the service would be greater.

Motion made by Eden Ferguson (Raynham) to move our investments from Eastern Bank to Rockland Trust. Seconded by Carole Julius (Carver). Motion was approved unanimously.

### **Executive Director's Report**

Debby Conrad presented the Annual report, one color copy per library was printed, black and white copies may be requested and an attachment will be sent to directors for printing. She also reported on upcoming meetings including the fact that more information will be forthcoming on the Statehouse rally.

### **Other:**

Elaine Jackson expressed her thanks for the get-well flowers. Laurie Lessner distributed information on "Authors without borders"

**Adjourned Meeting was adjourned at 012:13 PM**

Respectfully submitted,

Bonnie Mendes (Somerset), Secretary