

Membership Meeting Minutes  
Middleborough Public Library  
102 North Main Street  
Middleborough, MA  
October 15, 2014

Libraries in Attendance: Lynn Triplett (Acushnet), William Schneller (Berkley), Bob Rezendes (Bristol Community College), Sean Daley (Bridgewater), Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater). Carolyn Longworth (Fairhaven), Laurie Cavanaugh (Halifax), Catherine Coyne (Mansfield), Elisabeth O'Neill (Marion), Danielle Bowker (Middleborough), Frank Ward (North Attleborough), Lee Parker (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Peter Fuller (Seekonk), Susanne Duquette (Taunton), Denise Medeiros (Wareham), Beth R. Smith (West Bridgewater), Sue Branco (Westport)

Meeting was called to order at 10:12 AM by Lynne Antunes, President

Roll call – Jayme Viveiros, appointed pro-tem Secretary by Lynne Antunes

**Approval of Minutes of preceding meeting**

Motion to approve meeting minutes made by Frank Ward (North Attleboro).  
Laurie Cavanaugh (Halifax) seconded.  
Unanimously Approved.

**FY15 Treasurer's Report – Debby Conrad**

Carol Julius made a motion to approve Warrant 04.1.15 in the amount of \$219,814.20  
Melissa Campbell (Plainville) seconded.  
Unanimously Approved.

**FY15 YTD Report**

Debby has a conference call scheduled with Rockland Trust to talk about investments. We are holding some money in cash account to cover our portion of LSTA grant expenses. All libraries have paid their annual assessments at this point, with the exception of New Bedford High School.

**FY2014 Audit**

Copies of the FY2014 have been distributed by e-mail. Members of the Board have received bound copies of the audit. The Auditor conducts a full management audit including reviewing the financials, internal practices and policies, and contacting vendors to verify information and business relationships. The Network has slightly less cash over FY13; the difference is on account of moving expenses incurred last Fall.

Motion to approve the FY2014 Audit made by Frank Ward (North Attleboro).  
Beth Smith (West Bridgewater) seconded.  
Unanimously Approved.

**Committee Reports**

***Budget Committee***

**Recommendation regarding \$15,000 surplus from reducing Symantec Content**

The Budget Committee did not come out of their meetings with a recommendation for the Board; there was not a consensus in regards to this issue. A decision will be made at a future date.

### **FY16 Budget Proposal**

A line item spreadsheet was presented, rather than a full programmatic budget for the Network because the new Strategic Plan has not yet been adopted. This budget does include an amount from the MBLC. However, it also includes monies anticipated from member libraries with uncertain futures (NBHS and Wareham). If these libraries are not able to remain members of the network, the anticipated revenues will be lost. Other libraries may also face budget cuts. Debby has proposed a budget that includes a 3% increase for member assessments (instead of 2% increase) to allow for enough funding to cover expenses. Assessments are based on a number of factors, including circulation and material expenditures. Any potential increases to member assessments will be no more than 4%, but no less than 3%.

The MBLC's legislative agenda will focus on state aid to public libraries and an increase in line item 9506, but it is not clear how much of that will actually be available for the networks.

There are no programs being planned for in the SAILS budget. Once the Strategic Planning has been completed, the network can come up with a program budget, moving around money between the expense lines as necessary. Any amounts for contractual obligations have been included in the line items. The overdrive assessment not increased.

An increase in salary lines has been proposed. The Network has moved to a merit increase plan, rather than step increase plan and the salary ranges are losing ground. The personnel committee has agreed to 1.5% cost of living adjustment for staff and 3% pool for merit increases. Some benefits have been eliminated over the years; having a pool of money available to offer merit increases would help to make up some of this difference.

Motion to accept the bottom line budget presented (with 3% increase proposed for assessments) made by Frank Ward (North Attleboro).

Debbie Wall (Pembroke) seconded.

Unanimously Approved.

### ***Long Range Planning Committee***

#### **Discussion of draft Strategic Plan**

A draft of the Strategic Plan has been distributed for review and comments. The Committee will be meeting again to discuss any feedback given by the members and revise the draft. This plan will focus on taking the network to the next level, not simply focusing on the ILS and circulation functions, in an effort to help libraries stay relevant.

### **Old Business**

#### **MLS Memo of Understanding**

Because the network will be handling some aspects of the MLS eBook project on behalf of the members, including billing and patron authentication, there will be a need to have a common understanding on responsibilities. Having the network sign a participation agreement did not make sense, so a Memo of Understanding was developed. This project will be in a Beta year this year. Libraries may not see anything in relation to this project

until Jan. 2015.

Motion to accept the MLS Memo of Understanding and authorize Debby to sign it was made by Melissa Campbell (Plainville).

Bob Rezendes (BCC) seconded.

Unanimously Approved.

#### **LSTA Grant – FY15**

The LSTA Grant agreement has been signed. This grant will only affect the public libraries. It will provide funding for upgraded switches (with POE ports, which can support a WIFI access point). The bandwidth will not be set for public access, but rather staff access, which will allow the libraries to use wireless for special projects or to offer better customer service.

There will be some downtime while the equipment is being installed. The end goal is to have this new equipment installed by Jan. Once the equipment is installed, 4 sites will begin testing “Mobile Circ” in the Spring. Once the testing is done, the service will be available for all libraries. Procedures for handling this type of service will be drawn up. There will be no additional cost for libraries.

#### **LSTA Grant – FY16**

The Letter of Intent for the LSTA Grant Round for FY16 is due sometime in Nov-Dec. Debby would like to seek funding for a project to pilot the use of Chromebooks for providing internet access for patrons in public libraries. Chromebooks would be an easy to manage and cost effective solution. There are no other MA libraries using Chromebooks for the public. Participating libraries would need to filter. There will be a call out for volunteers.

#### **ComCat Status**

Progress has been made towards getting ComCat up and running. SirsiDynix has been assisting with the effort. Some compromises have been made and settings have been adjusted in the system. Other sites are also actively testing. It was reported at the Network Administrator’s meeting that the product may be ready sometime during the 1st quarter of 2015. The Virtual Catalog is working, but not all of the potential lending partners are able to participate. More lending partners will be available in ComCat once it is available. SAILS will stay connected to the Virtual Catalog until ComCat is operational.

#### **Bookmyne Plus**

SirsiDynix does allow for libraries to brand their own version of the Bookmyne App with Bookmyne Plus. SAILS will be working with Easton, SeekonkHS and Norton to evaluate the product. The goal is to have the product available by mid 2015. Branding would allow for better marketing by libraries.

#### **Blue Cloud Commerce - Testing**

Implementation of Blue Cloud Commerce will allow us to link from the patron account in Enterprise to the SAILS merchant account (ProPay) for payment of fines and fees. Foxborough (Boyden) has opted in to be a test case library for the network. Management reports can be provided to libraries. There is a \$70 a year charge for the merchant bank account. This service will only be available for the public libraries. Questions still remain about the ability to accept donations using this method; this will need to be determined. Blue Cloud Commerce is built into the system, so there will be no additional fees for libraries to use this service. There will be more information at the January meeting.

**Bookletters for Public Libraries – Consortia pricing. Vote. (please note this is a pass-thru not a network funded service.)**

There was a brief discussion of the product and an explanation of the contract and associated costs. Libraries currently using the product provided their feedback.

Motion was made to contact with BookLetters for year one, and authorize Debby to explore the discount options beyond year one by Melissa Campbell (Plainville).

Lee Parker (Norton) seconded.

Unanimously Approved.

**New Business**

**Policy about customizing Enterprise for Public Libraries with Websites – css changes rather than content**

The existing policy states that the OPAC interface had to have the same look and feel across the network. However, libraries that do not have their own websites and are using Enterprise as their library website are allowed to have a unique look and feel. SAILS received a proposal from a member library that wanted to take their own Enterprise instance and brand it for their library, with a cobranding logo for the network. However, there was no clear affiliation to the SAILS network. It also raised the question of who will be responsible for maintaining and making repairs to these branded instances. It was determined that there was a need to revisit the policy statement and develop a set of guidelines.

Motion that member libraries may be allowed to brand their own instance of Enterprise, provided they are willing to handle it on their own and follow the SAILS guidelines, so the affiliation with the Network stays clear was made by Peter Fuller (Seekonk).

Frank Ward (North Attleboro) seconded.

Unanimously Approved.

**Decertified Libraries**

The decision to provide service to communities not certified in the State Aid to Public Libraries is made by the Board of trustees at each individual public library. Schools and academic cannot opt-out. They will have to fill holds. The circmap will be updated on the system. At this point the only libraries who will provide service to decertified communities are Freetown, Assonet and Swansea. Wareham, as long as they have paid their membership assessment, will be able to access network resources like Overdrive and Tumblebooks. There was a brief discussion of the sale of library cards to residents of decertified communities. The decision to sell a library card to residents from decertified community is to be made by Board of Trustees at each individual library. These cards would be set up to be used only at the issuing library. There was a brief discussion of the likely circulation scenarios. Some questions of the pros and cons of selling these types of cards were explored. An FAQ will be available for staff at member libraries.

**Report from Consortia SIG Meeting**

Debby and Laurie offered brief summaries of their experiences at the Consortia SIG Meeting, citing them as an opportunity to meet with specific product managers and gather input from other consortia groups. A new release (3.5) is scheduled for next year, which has some features that we will want to implement at SAILS: BlueCloud commerce, e-mail receipts, use of electronic signature pad, BlueCloud Marc

**Other**

Income and Expense Report: There is a balance of \$3K in the line designated for Tumblebooks, which will not need to be expended this year. Debby would like to take this funding and transfer it to Overdrive line to acquire more streaming videos, since the funding was intended for youth services content.

Motion to approve the transfer made by Sean Daley (Bridgewater).

Melissa Campbell (Plainville) seconded.

Unanimously Approved.

Fall River Historical Society will join the SAILS Network, as a non-voting member. The Historical Society will be considered subscribers. There is now a model in place for this type of service. The first year will be spent getting their monographs into the system. It is hoped that they will be able to move to scanning documents in the future.

Cardinal Spellman is nearly ready to begin circulating their collection.

Information was shared about Sirsi Dynix Community funded services – a Library/Debit card, which could serve as alternative source of revenue to underwrite the operating costs.

Discard Items with Bills reports are now running for a number of libraries.

The initial set of Privatize reports are done; this report will begin to run monthly.

2nd bill notices (to follow up with patron about their lost items) can be set up for any interested libraries. There was a brief discussion of the use of collection agencies by libraries as well as contacting other communities about barred patrons. There was a proposal for the circ policy committee to consider creating a profile that would restrict out of network patrons.

The Item Group Editor wizard is a new feature that will let you create a list or group of items that can be modified together. (Implementation by mid-November)

Debby will be attending the Small Library meeting, MLS meeting and NELA

Motion to adjourn made by Manny Leite (East Bridgewater)

Frank Ward (North Attleboro) seconded.

Unanimously Approved.