

**Board Meeting
SAILS Library Network
10 Riverside Drive, Lakeville MA
September 16, 2015
10 A.M.**

- **In Attendance:** Bob Rezendes (Bristol Community College), Jocelyn Tavares (Dighton), Manny Leite (East Bridgewater), Carolyn Longworth (Fairhaven). Laurel Clark (Fall River) Laurie Cavanaugh (Halifax), Jayme Viveiros, (Lakeville), Catherine Coyne (Mansfield), Debbie Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batson (Plympton), Debby Conrad (SAILS), Laurie Lessner (SAILS).

Called to Order at 10:07 AM - Melissa Campbell, President

Roll call – Bonnie Mendes, Secretary

Approval of Minutes of the August 19, 2015 Meeting

- Motion to approve meeting minutes made by Laurel Clark (Fall River).
- Catherine Coyne (Mansfield) seconded.
- Unanimously approved.

FY15 Treasurer's Report – Debby Conrad

- Melissa Campbell (Plainville) made a motion to approve Warrant 03.1.16 in the amount of \$243,909.59.
- Catherine Coyne (Mansfield) seconded.
- Unanimously approved.

FY16 YTD Report -

Debby Conrad presented the report. She noted that there are some adjustments recommended by the auditor. The bulk of payments for membership assessments have been made. Reminders were sent out for those who have yet to pay. Many of the schools are still in the process of payments with their business departments. There is no word from Durfee High School or New Bedford High School (both have new principals) but Debby will pursue. Overdrive funding will be discussed at the October Membership meeting.

FY2015 Audit

Copies of the FY2015 Audit were included in the packet. Only a few minor adjustments were suggested by the auditing firm and have been implemented.

- Laurel Clark (Fall River) made a motion to accept the FY2015 Audit as presented.
- Catherine Coyne (Mansfield) seconded.
- Unanimously approved.

Copies will be forwarded to all directors and all required paperwork will be filed with the state.

Committee Reports

Circulation Policy Committee – Jayme Viveiros

The committee met on September 10, 2015 and the following recommendations were suggested :

Circulation Contacts - generic email accounts –

- The Circulation Policy Committee recommends that each library establish a generic email account for a standard method of contacting the library regarding circulation issues.

Patron charge history - Retention period.

- When a patron's charge history file gets too large it is difficult for the patron to log into Enterprise and response time slows in Workflows. It may also be causing a similar issue in ComCat (Laurie is investigating). Charge history records can be purged by date or number of transactions stored. The committee is recommending that SAILS adopt a policy that only a certain number of transactions are kept but that the network establishes an opt-out possibility for patrons who absolutely do not want their accounts purged.

Follow up bills.

- At the present time patrons only receive one bill for a lost item. The Circulation Policy Committee recommends that the network begin generating follow-up notices – 60 days after assumed lost notice, 90 days following that. It is also recommended that the follow-up notice not be generated for patrons with undeliverable addresses.

Increase number of holds allowed in system to accommodate ComCat

- The Circulation Policy Committee recommends that the network increase the number of holds allowed per patron to 30. This may alleviate some of the problems that have taken place now that patrons can place 10 holds in the Commonwealth Catalog. There was also discussion about how this would be an improvement in patron services and might result in increased circulation.

DVD sets (i.e. television series) to be assigned item type of DVD-SET instead of DVD

- The Circulation Policy Committee recommends that libraries use the item type DVD-SET for television series or very long DVD sets. The network will create a circulation map entry for each library using this item type using circulation rules decided upon by each library. It is not required that libraries' retroactively update their records but SAILS can do batch updates if there is a code in the item record that identifies these sets.

Old Business

Fall River Historical Society – Launch of Enterprise

Laurie demonstrated the Fall River Historical Society's Enterprise page (actual name is the Charlton Library of Fall River History). It is up and running. They are still entering items. If you know of a group that may be interested as a "non-traditional" member of SAILS contact Debby. It only took about one-year to implement this for the Historical Society, so it is a good example of what can be accomplished. The Charlton Library of Fall River History is open to the public by appointment.

MLS E-book Project –

Laurie Cavanaugh reported on the last meeting of the committee. Axis 360's all-in-one app is available. Please try it out and let her know of any issues so she can report in at the next meeting. Also they are asking libraries to be patient and to give the project a chance. Melissa asked where the one-page handouts could be found on the website. Laurie will send her the link; it is buried in the page. Laurie shared some of the discussions that have taken place at the meetings. Staff is urged to sign up for the e-book email list. Discussion on the future of this project ensued.

Overdrive Media Station

The SAILS office now has a station and Laurie showed us how it looked. It is a wireless, Windows 8 system that uses a touch screen so it doesn't need a keyboard or mouse. More information will be forthcoming, but this will be available for borrowing by SAILS libraries. It will be at the October Membership Meeting.

ComCat –

Debby reported that a Conference Call took place yesterday and it went well. More libraries are being added and BPL and UMass Dartmouth should be live by December. It does appear to be working well.

New Business

FY16 Erate

Debby reported that SAILS is involved in an appeal process. The forms changed and new/revised paperwork was required. Because of advice given to Debby regarding the category selections for Comcast, the application was rejected. SAIL's appeal is

based on the fact that Comcast was not a choice on the application for Internet usage. Debby is working with all interested parties.

SAILS Annual Report – posted on the website.

Report from Executive Director

Debby will be taking vacation time in October, in November and December. She will be attending the Network administrators next Monday and the expected discussion will be the legislative agenda and budget line items. The advertisement for the open position in the SAILS office will be reviewed by the Personnel Committee so it can be advertised in the very near future. Fall Workshops have very good registrations and are being well attended. SAILS staff has been busy with visits/training. All and all things are going well.

Adjournment

- Catherine Coyne (Mansfield) made a motion to adjourn the meeting.
- Laurel Clark (Fall River) seconded.
- Unanimously approved.

Meeting was adjourned at 11:20 AM

Respectfully submitted,
Bonnie Mendes, Secretary