

Board Meeting of SAILS, Inc.  
March 19, 2008

PRESENT: Jayme Viveiros (Acushnet), Walter Stitt (Attleboro), Betty Gregg (Bridgewater), Carole Julius (Carver), Denise Medeiros (Dartmouth), Manny Leite (East Bridgewater), Annalee Bundy (Easton), Jerry Cirillo (Foxboro), Betsy Randall (Halifax), Nancy Cappellini (Hanson), Olivia Melo (Lakeville), Janet Campbell (Mansfield), Susan Berteaux (Massachusetts Maritime Academy), Frank Ward (North Attleboro), Elaine Jackson (Norton), Deborah Wall (Pembroke), Melissa Campbell (Plainville), Debbie Batsen (Plympton), Bonnie Mendes (Somerset)

President Jerry Cirillo called the meeting to order at 10:10am.

Secretary Jayme Viveiros conducted the roll call.

Melissa Campbell (Plainville) made a motion to approve the minutes of the previous meeting. Susan Berteaux (Massachusetts Maritime Academy) seconded. Approved unanimously.

**Treasurer's Report: Warrant 09.20.08**

Nancy Cappellini (Hanson) gave the Treasurer's report. Melissa Campbell (Plainville) made a motion to accept the report as given. Olivia Melo (Lakeville) seconded. All in favor, motion accepted.

**FY08 YTD Report**

The budget is running about 30,000 less than this time last year because there is 1 less position. Except for 1 large installment due for iBistro, there should be normal operating costs only through the end of June. Debby is projecting approx. \$800,000 in reserves with \$200,000 carrying over.

**FY08 Budget Adjustments**

A list of line item transfers was presented. Debby noted that numbers will not work out evenly - some money was pulled out of reserves, as had been planned. Frank Ward (North Attleboro) made a motion to approve the line item transfers. Nancy Cappellini (Hanson) seconded. All in favor, motion accepted.

**Committee Reports**

*FY09 Budget & Revenue*

Debby presented a draft of the budget which will be voted on by the membership at the meeting in May. SAILS will be collecting less in revenue, which is a trend that cannot continue in FY2010. The interest revenue is just not there; we are only getting about 1% in returns. This budget includes approx. 26,000 going back into reserves.

## OLD BUSINESS

### **SEMLS Membership**

SEMLS has sent its final payment, including \$5,000 for the removal of records. July 1<sup>st</sup> is set as a cut off date. The data has not yet been transferred.

### **Director's Station**

The office is going to follow the same model used to implement the Java Client for training staff on Director's Station. Instead of holding a large workshop, Bob will conduct the training on-site. Each library will have 1 login for the system.

### **Symphony**

The office would like to set a June/July date for installing the next release to the system, which will be a patch cluster. No training will be required. Debby does not anticipate any service interruptions. Some policy changes will need to be discussed prior to turning on all of the features; the policy questions will be about the use of family cards – who can view records, etc., as well as “unseen” renewals.

## NEW BUSINESS

### **Special Committee – Decertified Libraries**

A special committee was appointed to clarify the network policy statements regarding decertified libraries and make sense of the relationship these libraries have with the network. Recommendations will be presented to the membership at the May meeting.

### **2009-2015 Lease Extension**

Debby has been in contact with the landlord regarding extension of the lease. Since we will be faced with an increase in 2009, she has looked into the cost of leasing another office space. The issue of the greatest concern is the fee charged for maintenance of the common areas (CAM charge). SAILS currently pays \$6 per sq. ft. (because the location is considered commercial space). Another location, considered office space, would only be \$1.85. SAILS is also responsible for the maintenance of the HVAC and interior plumbing. Moving to another location could result in 3,600 sq. ft. of usable space, at no extra cost. The biggest disadvantage to moving would be the expense involved. A committee of Board members will meet to discuss the options and negotiate the terms of the lease.

### **Virtual Catalog Vendor Day**

Laurie discussed the progress made to replace the VC system. OCLC has a the OpenWorldcat project, III has something called InnReach and SirsiDynix has a next generation URSA product, which appears to be the only option because of cost and feasibility. No decision will be made for another year.

### **Joint Network/Regional Administrator Meeting**

Delivery was the topic of the first part of the meeting. SEMLS was awarded an LSTA grant to conduct a “sortation” study. The second part of the meeting focused on the cost of system replacement. The networks are simply not able to put enough into reserve to cover the costs; they will need other funding.

### **Good Search**

A percentage will be donated for any search conducted by someone who has indicated SAILS as a beneficiary. SAILS hopes to use these funds to purchase additional titles for Overdrive. A brief message about GoodSearch will be placed into the e-mail footer.

### **Comcast Connection**

A business class connection from Comcast will be used by the libraries on the VPN, which represents about 20% of the members. SAILS will also be shifting the central telecommunication support from Verizon to Lantel.

### **Shared Calendar**

For \$25 a year, members would be able to have a shared calendar in WorldClient, which would be linked to staff members e-mail accounts. This is a staff-side product; it would not be something for the public.

### **May Meeting Date & Location**

The May membership meeting will be held May 14, 2008 at the Mattapoisett Free Public Library.

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

Debby Conrad gave a summary of her report.

Janet Campbell (Mansfield) made a motion to adjourn. Frank Ward (North Attleboro) seconded. All in favor, motion accepted.

### **Adjournment**

Meeting adjourned at 11:45am.

Respectfully submitted,

Jayme Viveiros