

Board Meeting
SAILS Library Network
10 Riverside Drive, Lakeville, MA
February 21, 2018

In Attendance: Dina Brasseur (Acushnet), Robert Rezendes (BCC), Carole Julius (Carver), Jocelyn Tavares (Dighton), Uma Hiremath (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Olivia Melo (New Bedford), Frank Ward (North Attleborough), Lee Parker (Norton), Debbie Batson (Plympton), Debby Conrad (SAILS), Lisa Hart (SAILS)

Meeting called to order at 2:04 PM by Robert Rezendes, President

Roll Call – Lisa Hart

Approval of Minutes of January 17, 2018

- Motion by Debbie Batson (Plympton)
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

FY18 Treasurer's Report – Warrant 08.01.08 & 08.02.18

- Motion by Carole Julius (Carver)
- Seconded by Dina Brasseur (Acushnet))
- Unanimously approved

FY18 Year-to-date Report

Debby Conrad reviewed the January 31, 2018 balance sheet and Income & Expense report. Everything is in good standing.

Line Item Transfers explained in packet

- Motion by Carole Julius (Carver)
- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

Committee Reports

Personnel Committee – Manny Leite

Personnel Handbook Revisions

Debby Conrad discussed the additions and modifications to the SAILS staff handbook. Motion was made to approve the changes.

- Motion by Manny Leite (Foxborough)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

Personnel Benefits Package

Debby Conrad discussed the addition of Long Term Disability and Life Insurance. Motion was made to add these benefits.

- Motion by Manny Leite (Foxborough)

- Seconded by Frank Ward (North Attleborough)
- Unanimously approved

Health Insurance

Debby Conrad discussed the options for premium split between SAILS and staff. The two staff members who are currently enrolled in SAILS insurance at 70% network contribution will be grandfathered in unless any changes are made to their enrollment. Motion was made for SAILS to cover 60% of all premiums.

- Motion by Manny Leite (Foxborough)
- Seconded by Liane Verville (Fall River)
- Unanimously approved

Debby Conrad discussed the plans available. Motion was made to choose HMO Blue NE \$1000 deductible w/HCCS.

- Motion by Manny Leite (Foxborough)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

Investment Committee

Charter

Debby Conrad discussed the By-Laws and Charter for the Investment Committee. A motion was made to accept.

- Motion by Robert Rezendes (BCC)
- Seconded by Carole Julius (Carver)
- Unanimously approved

Committee Meeting Report

The committee (Robert Rezendes (BCC), Frank Ward (North Attleborough), and Jayme Viveiros (Lakeville)) met with Alpha Pension to review the current Investment plan. Alpha Pension will be doing a seminar with staff to review plan.

Overdrive Advisory Committee

Weeding expired content

Debby Conrad reviewed the committee's meeting and recommendation to automatically have expired content removed. A motion was made to accept.

- Motion by Jocelyn Tavares (Dighton)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

Old Business

Mobile App

Debby Conrad discussed the status. The next step will be customization.

Release 3.5.3

Debby Conrad discussed the status. This will be implemented Monday February 26th.

Showcase Programs

A list of the programs being presented is in the packet.

New Business

MLS/SAILS CEC proposal

Debby Conrad discussed the changes to the Commonwealth Ebook Collection (CEC). These changes will go into effect 7-1-18. SAILS will be paid \$12,000. There are 11 libraries not associated with a network. The option to allow these libraries to use the SAILS network for CEC was discussed. SAILS would receive a fee of \$7,500 for this service. A motion was made to approve this.

- Motion by Frank Ward (North Attleborough)
- Seconded by Olivia Melo (New Bedford)
- Unanimously approved

Election of Jean Gallant (Halifax) to fill remaining term for Bill Schneller (June 30, 2019) representing communities serving communities with populations under 10,000

- Motion by Carole Julius (Carver)
- Seconded by Debbie Batson (Plympton)
- Unanimously approved

Proposed By-Laws Amendments (per Atty. Scott Lang)

These amendments were discussed.

Report from Executive Director

Attached

Other Business

Adjournment

Olivia Melo (New Bedford) made a motion to adjourn, seconded by Frank Ward (North Attleborough) and approved unanimously.

Meeting adjourned at 3:26 PM

Respectfully submitted,

Lisa Hart

Executive Director's Report

February 21, 2018

Members of the SAILS staff have been devoting quite a bit of time organizing events that take place the 3rd quarter of the fiscal year. Kristin Slater and Lisa Hart worked with the SAILS Legislative Committee to organize an extremely successful Legislative Breakfast held on January 19 at the Bristol Community College. The breakfast was attended by 10 legislators and more than 50 library supporters. In conjunction with this, SAILS has leased a motor coach to transport library supporters (staff, trustees, town officials, FOL) to Boston for the Massachusetts Library Association's Annual Library Legislative Day at the State House.

Lisa compiled an updated list of public library services which is now on the SAILS website. This will be followed by a survey of databases and electronic resources that libraries are subscribing to the results of which will also be posted on the website. She is also devoting time to organizing the Library Showcase which is being held on March 14 at Bristol Community College.

Release 3.5.3 was installed on the test server in early February and as has been done in the past SAILS staff spent a significant amount of time testing the release to ensure that it would operate without properly after it is installed on the production server. Laurie has been working on updating Enterprise and has sent her prototype to the PubPac committee for comment. Work is also starting on customizing BC Mobile for SAILS members.

A significant amount of time has been spent on administrative activities. The Personnel Handbook was extensively revised by the SAILS' attorney and the updated version will be posted on the website after a review is held with SAILS staff. The attorney also recommended some revisions to the by-laws which will have to be approved by a vote of all members in March. The Investment Committee held its first meeting with Alpha Pension to review the performance of the SAILS 403b retirement plan. Alpha Pension is going to be holding a staff education day for SAILS participants in mid-April. There has also been a review of the health insurance plan that will begin on March 25, additional liability insurance for the network and some additional insurance options for staff.

Laurie and I also attended a meeting with MLS to discuss the role that SAILS can play as MLS revises its Commonwealth EBook service. Once everything has been approved there will be more information about what role SAILS will play in the changes that are being made and the benefits network members.

Traditionally March is the month that SAILS posts a survey to collect comments from patrons about its online services and there will be more information about that early in the month. Staff and directors surveys will be posted in early spring.