

Membership Meeting

Bridgewater Public Library

May 16, 2018

In Attendance: Dina Brasseur (Acushnet), Vicki Dawson (Berkley), Ann Gerald (Bridgewater), Robert Rezendes (BCC), Carole Julius (Carver), Lynne Antunes (Dartmouth), Jocelyn Tavares (Dighton), Virginia Johnson (East Bridgewater), Ian Dunbar (Easton), Liane Verville (Fall River), Manny Leite (Foxborough), Dorothy Stanley-Ballard (Freetown), Jean Gallant (Halifax), Jayme Viveiros (Lakeville), Elisabeth O'Neil (Marion), Susan Berteaux (MMA), Randy Robertshaw (Middleborough), Olivia Melo (New Bedford), Lee Parker (Norton), Debbie Wall (Pembroke), Debbie Batson (Plympton), Eden Fergusson (Raynham), Gail Roberts (Rochester), Peter Fuller (Seekonk), Linda Coelho (Taunton), Michael Carlozzi (Wareham), Ellen Snoeyenbos (West Bridgewater), Sue Branco (Westport), Debby Conrad (SAILS), Laurie Lessner (SAILS), Lisa Hart (SAILS), Kristin Slater (SAILS)

Business Meeting called to order at 10:00 AM by Robert Rezendes, President

Roll Call – Lisa Hart

Approval of Minutes of April 11, 2018

- Motion by Debbie Batson (Plympton)
- Seconded by Liane Verville (Fall River)
- Unanimously approved

FY18 Treasurer's Report

- Motion by Jocelyn Tavares (Dighton) to approve the Warrant 11.1.18 in the amount of \$22,991.99
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved
- Motion by Carole Julius (Carver) to approve the Warrant 11.2.18 in the amount of \$732.52
- Seconded by Lee Parker (Norton)
- Unanimously approved

FY18 Year-to-date Report

Debby Conrad reviewed the April 30, 2018 balance sheet and income statement.

Committee Reports

Budget – FY19 Action Plan – Carole Julius

- Motion by Carole Julius (Carver) to accept the FY19 Action Plan
- Seconded by Manny Leite (Foxborough)
- Unanimously approved

Executive Director Search Committee - Manny Leite

Job is posted with a deadline set as the end of May. This may be extended. As of now there is one applicant.

Nominating Committee

Manny Leite, co-chair of the Nominating Committee, asked if there were nominations for the board from those present. There being none Bob Rezendes directed the secretary to cast a single vote for the slate as presented by the committee.

Investment Committee

Debby Conrad discussed the current account status. The portfolio manager will be at the annual meeting.

Old Business

BC Mobil App

Laurie Lessner (SAILS) discussed the progress. The deadline of June 30, 2018 should be met.

Memorandum of Understanding between SAILS and MLS for support of nonaffiliated public and academic libraries

Debby Conrad discussed the memorandum. Axis-360 titles will be moved to SAILS as of 7/1/18.

- Motion by Ellen Snoeyenbos (West Bridgewater) to accept the Memorandum of Understanding
- Seconded by Virginia Johnson (East Bridgewater)
- Unanimously approved

New Business

Network Consolidation

This will be a topic of discussion at the Network Administrators Meeting May18th. Debby Conrad will report back to the membership. Peter Fuller requested a possible resolution by the members at the Annual Meeting if necessary.

Documentation of Corporate Resolution re: Signing of Contracts and procedure allowing Executive Director to transfer funds

This was discussed and it was decided not to include it in the by-laws.

Revision to Salary Ranges

- Motion by Dorothy Stanley-Ballard (Freetown) to accept the revisions
- Seconded by Jean Gallant (Halifax)
- Unanimously approved

Directors Survey Results

Debby Conrad discussed the results.

Patron Survey Results

Laurie Lessner discussed the results.

Automatic Renewals – appointment of a committee to evaluate

Gail Roberts (Rochester), Peter Fuller (Seekonk), Lee Parker (Norton), and Joanne Nichting (Somerset) were appointed.

Statistics – appointment of a committee to provide feedback on ARIS reports, Overdrive reports, and some changes to monthly reports

Jayne Viveiros (Lakeville), Olivia Melo (New Bedford), Debbie Wall (Pembroke), Michael Carlozzi (Wareham) were appointed.

Possible Enhancement to Enterprise – demonstration of having cross-references in Enterprise

Kristin Slater demonstrated enhancement.

- Motion by Peter Fuller (Seekonk) to purchase enhancement
- Seconded by Olivia Melo (New Bedford)
- Unanimously approved

Report from Executive Director

See Attached.

Other

Bob Rezendes has accepted a job as Dean of the Taunton campus of BCC and will be resigning his position on the board.

Adjournment

Manny Leite (Foxborough) made a motion to adjourn, seconded by Liane Verville (Fall River) and approved unanimously. Meeting adjourned at 11:41 AM

Presentation by Sue Cashmark, Envisionware re: their RFID and self-check products

Respectfully submitted,

Lisa Hart

Executive Director's Report

May 2018

It has been a busy month in the SAILS office and we have focusing on finishing up projects before the end of the Fiscal Year. Spring is the time we evaluate our services and plan for activities for the upcoming year. This April we invited patrons to comment on their experience using Enterprise. We also asked member library directors to let us know how they felt about the network and the services it provides. We are currently collecting responses to a staff survey. The results of all three surveys will be reviewed and we will identify key trends and activities for next year.

On April 12 Alpha Pension held a staff meeting to review the 403b retirement plan available to SAILS employees. An advisor met with individual staff members in the afternoon to review their accounts and make sure they know how to access their accounts on line. There has been some follow-up calls as the result of the meeting. I am very pleased with the services we receive from Alpha Pension and I know they are helping us meet our fiduciary oversight requirements.

I attended the Directors Day and Cosugi SirsiDynix Users Group meeting in Atlanta. SirsiDynix is offering more options for customization packages to reports and Enterprise through their Consulting Group. The ability to enable auto renewal and adding cross references are two of the options but they also have a new Kids Cat that is very attractive and available as a customization, and various customized user notices. The customizations come with an hourly rate but it is possible to contract for a set number of hours for a year. Another program I attended described a new feature in MobileCirc that allows a library to track event attendance. This can be done without having to scan a patron card and depending on how it is set up you can track summer reading, adult programs, etc. by time of year or type of event. This could be used to summarize total event attendance that you can use for ARIS or town reporting. We are experimenting with it in the office and if it proves to work as promised I hope to open this up to any library who wants to do this. It only requires a tablet. SirsiDynix continues to develop Blue Cloud staff clients but they are updating Symphony as well. The new

release should be out around Labor Day and one of the new features is the ability to add a message at the bottom of a receipt that tells the patron how much money they saved based on item price. Berit Nelson, Vice President of Software Development and Lisa Wittenman our Library Relations Manager will be attending the August membership meeting and Berit will be doing a comprehensive overview of SirsiDynix product roadmap and current products under development. This will be a wonderful opportunity for SAILS members to provide direct feedback to a corporate executive about the product we use every day.

I completed a review of our Business Owners Policy through The Hartford. We had coverage for computers and data but we have so little equipment other than desktop computers in the office we are discontinuing that. We are adding Data Breach coverage which would provide the network with funds to handle expenses in the event of a Data Breach such as notifying affected patrons, setting up on going credit monitoring, etc. It is not a major concern since SirsiDynix responsible for housing our data but it is inexpensive and adds some level of security to the network. In FY18 we added \$1 million Umbrella coverage as well so the network is in a good position.

I have been visiting the newest directors to the network and SAILS staff have been following up with information or training required. Joan Pilkington-Smyth has retired and her replacement will be starting June 11. Her name is Christine Johnson and she is coming from Connecticut. Swansea Public Library has not announced if they have a replacement for Cindy St. Amour who is now director of the Brewster Ladies Library.

Lisa and I worked together to submit the information Deloitte uses to file our annual Form 5500 with the Department of Labor. Next year Lisa should be able to fill out the form but the Executive Director is the Plan Administrator so the new Executive Director will have to review it before it is submitted.

On May 22 I will be attending a meeting of the Network Administrators, Steve Spohn and Steve Potash President of Overdrive to discuss the upcoming statewide Overdrive instance. The Network Administrators want to make sure we are fully involved with any decisions made and that the interests of our member libraries are represented since their collections are now providing the content of the Commonwealth EBook program.

I am continuing to work on circulation map clean up using the new tools we have with Release 3.5.3. I hope that when I am done it will be easier to see what rules each library has in place for what item types. The schools are preparing to close for the summer and I have been working with them to establish default due dates and final reports.

Our phone system is being replaced May 31 and staff training is scheduled for June 1. We will be retaining our existing telephone numbers but there may service interruptions on the May 31. Next month we will be preparing for the annual meeting and getting organized for the close of the fiscal year and the audit.

Laurie and Lisa visited the Ted Williams Camp to look at the space available for the November Library Showcase. We are going to begin advertising this earlier and asking libraries to submit presentation proposals if we hear of something interesting.