

**Board Meeting
SAILS Library Network
10 Riverside Drive, Lakeville, MA
December 20, 2017**

In Attendance: Dina Brasseur (Acushnet), William Schneller (Berkley), Robert Rezendes (BCC), Carole Julius (Carver), Jocelyn Tavares (Dighton), Virginia Johnson, (East Bridgewater), Liane Verville (Fall River), Manny Leite (Foxborough), Jayme Viveiros (Lakeville), Olivia Melo (New Bedford), Sarina Bluhm (Norfolk), Frank Ward (North Attleborough), Lee Parker (Norton), Debbie Batson (Plympton), Sue Branco (Westport), Debby Conrad (SAILS), Laurie Lessner (SAILS), Lisa Hart (SAILS), Kristin Slater (SAILS)

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

Roll Call – Lisa Hart

Approval of Minutes of November 15, 2017

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

FY18 Treasurer's Report

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

FY18 Year-to-date Report

Debby Conrad reviewed the November 30, 2017 balance sheet and Income & Expense report. Everything is in good standing. Quarterly conference calls with investment team will now include members of the investment committee.

Committee Reports

Planning Committee – Directors Retreat Meeting

Notes from Libby Post have been received and Planning Committee is working on a more comprehensive Report.

Joint committee to discuss Executive Directors Search – Manny Leite

Meetings held, job description, recommendation of search committee composition, timeline

Personnel has met twice to review job description of executive director. Final version will be sent to directors. A hiring committee has been formed. Members are Manny Leite (Foxborough), Robert Rezendes (BCC), Dina Brasseur (Acushnet), Frank Ward (North Attleborough), Debbie Wall (Pembroke), Carrie Tucker (East Bridgewater Jr/Sr High School). Timeline – Post job announcement by the middle of April, before April vacation so that the position can be discussed during the SirsiDynix Users meeting. This will run until the end of May. With the goal to have a new executive director hired by October 1.

Old Business

Blue Cloud Mobile Pilot

Laurie Lessner demonstrated the app. Debby Conrad discussed costs. A motion was made to enter into this contract.

- Motion by Olivia Melo (New Bedford)
- Seconded by Carole Julius (Carver)
- Unanimously approved

Talking Tech implementation

This went live earlier than planned and is working well.

Alpha Pension - discussion of need to create Investment Committee

Investment committee was formed to include Frank Ward (North Attleborough), Jayme Viveiros (Lakeville), Robert Rezendes (BCC).

A motion was made to accept the Investment Policy Statement for SAILS, Inc. 403(b) Retirement Plan.

- Motion by Frank Ward (North Attleborough)
- Seconded by Lee Parker (Norton)
- Unanimously approved

Infinisource - Erisa consent form, update records kept on file for employees, SPD for health and dental

This service is working out exceptionally and all documents needed for compliance are being completed.

Legislative Breakfast

Jocelyn Tavares (Dighton) spoke about upcoming breakfast to be held at BCC on 1/19/18.

Status of Overdrive Reciprocal Borrowing Pilot (with OCLN and Minuteman)

The pilot is well under way and working as expected. In next update there will be more hold specific controls, leading up to other networks being included.

New Business

Draft - Social Media Policy (for discussion - to be approved by the membership in January)

This policy was developed by Infinisource and will be an appendix to the personnel handbook.

MLS Interlibrary Loan – Usage of Comcat to fill OCLC holds. Pilot Project

A motion was made for SAILS to join this Pilot Project.

- Motion by Frank Ward (North Attleborough)
- Seconded by Dina Brasseur (Acushnet)
- Unanimously approved

Proposed format for 2018 Library Showcase

The 2018 Library Showcase was discussed.

Approval to contract for bus for March Legislative Day in Boston

The board recommended this.

Report from Executive Director

Attached

Other Business

MLS meeting about Gale site

Laurie Lessner discussed the meeting and new developments and training.

Adjournment

Frank Ward (North Attleborough) made a motion to adjourn, seconded by Jocelyn Tavares (Dighton) and approved unanimously.

Meeting adjourned at 11:38 AM

Respectfully submitted,

Lisa Hart

Executive Directors Report

This month we have been reviewing and updating Employee Job descriptions so that they more accurately reflect each employee's duties and responsibilities. There was some significant editing in the Asst. Exec. Director for Technology Services and the Desktop Support Technician removing out of date tasks and including more relevant information. Our next task was to update the Guaranteed Service Levels for each service area to make sure they reflect our current operating framework.

My experience working with Infinisource for Human Resources assistance has been very positive. I have been using some of their online forms and their attorneys have been very responsive to my requests for assistance in developing policies and plan documents. This is likely to be a service we use a few times a year and it can be reviewed next year but for now it has been a tremendous help.

I am working with Envisionware to schedule a webinar on using the customer support portal and open tickets. I also asked them to verify that each site has a login to the support portal.

I completed the calendar year Erisa compliance notifications that had to be sent out to the retirement plan participants.

A new and improved Membership Manual was written and distributed to all directors. It is in Google Drive and can be shared if the directors decide to appoint a committee to review it.

I met with a representative from Windstream to discuss our Erate Form 470 request for quotes. I am not sure that their solution fits our needs right now but they do have an intriguing solution that we might want to investigate if 9506 is ever increased. They will be meeting with me in early January with a more formal proposal. I have also received pricing information from Comcast and Verizon.

I attended two legislative coffees in December – Boyden Library (Foxborough) and the Somerset Library. Each coffee had attendees from neighboring municipalities and there was good information shared with the legislators.

We are in the final phase of updating staff equipment. I am going to order a new computer for Lisa in January that is running Windows 10. We will take her computer and repurpose it where it is needed most. That will leave Jennifer and Claudette still using Windows 7 computers. I will work with Kristin to determine the best way to upgrade their computers both of which are old enough to need replacement soon.

The MBLC just released the 2016 Network Surveys which we will distribute to everyone. The 2017 survey is being revised and the types of information collection will be updated to reflect the changes taking place in the networks.

The SAILS Management Team has begun reviewing the draft documentation for Symphony Release 3.5.3. It is scheduled to be released in mid-January. We will discuss this further at the membership meeting in January.

The Circulation Policy Committee will be meeting January 10th at the SAILS Offices. Agenda items will include developing best practices for billing for damaged items, reviewing bills for patrons with damaged and claimed lost items, revising procedures for accepting payments for K-12 items since the schools can't view public library patrons, initial discussion about implementing a secure PIN policy.