

## Sailor Advisory Committee

### Meeting Minutes

**June 13, 2013**

**Attendees** – Michael Gannon (chair), Stuart Ragland, Michael Walsh, Irene Padilla, Margaret Burri, Ann Smith, Lee O'Brien (remote), Joe Thompson, Wendy Allen, Vicki Cone (remote), Jennifer Ranck (remote), Richard Simpson (remote)

Michael Gannon called the meeting to order at 10:21 am.

**Approval of Minutes** - Minutes of the April 18<sup>th</sup>, 2013, meeting were approved with spelling and typo corrections. Moved by Joe Thompson, seconded by Margaret Burri.

**Relais/MARINA update (Wendy Allen)** - There were some delays in adding the corrections libraries but all are up and running at this time. The Polaris request issues have been resolved and the system has been live for four months. A transition is being made to regular Relais support for handling further issues. Systems reporting problems should also copy Wendy and Emma at MILO. A helpful glossary of terms was created for users and additional documentation was requested and sent to the list. Left over Ursa requests have dwindled to 100. Wendy reported that MAPLA discussed and approved discontinuing direct loan as of July 1, 2013. Because of the success of Relais in all libraries direct loan is no longer needed. Irene Padilla thanked Wendy, Emma and the staff for their long, hard work on this project.

**Sailor Network Managers Group (Stuart Ragland)** – Stuart reported on the June 3<sup>rd</sup> SNMG meeting and reviewed the minutes which are posted on the website. Irene suggested that an email notice of the posting would be helpful in disseminating SNMG notes. Aaron Krebeck of Charles County Public Library will be the new chair. Video conferencing continued to be a topic of discussion.

**Video Conferencing (Stuart Ragland)** – Mike Walsh thanked Stuart for the guidelines he developed. Stuart suggested that meetings like today's may need an IT specialist to facilitate a successful meeting. He will finalize the guidelines this month. Vicki suggested adding information about tablet app connections. She was participating via iPad 2. Others reported that connections for this meeting were satisfactory. Lee suggested that those attending live in the Poe room need to move towards the head table in order to be seen and Stuart said that moving the microphone would be helpful as well. Irene suggested that the handout be shared with MAPLA for more feedback before it is finalized.

**Sailor Network Report (Mike Walsh)**—Mike reported that Caroline County will continue to use Sailor services on their BTOP network. There have been two requests for connections to the Sailor network which SAC should consider.

The town of Snow Hill in Worcester County wants to build a Wi-Fi network for its commercial district downtown and a request for Sailor to provide service for this network has come from the Worcester County Library Director, Mark Thomas. Discussion ensued around various issues including technical feasibility, costs to Sailor, Sailor mission vs. commercial use, erate concerns, bandwidth adequacy and

sharing, local commercial options available, nonprofit competition, precedent setting and how Sailor should respond to entrepreneurial opportunities. The consensus of the discussion was that this would be precedent setting and not in line with Sailor's defined education and government mission.

Lee O'Brien moved that SAC recommend to the SLRC commission that the request be denied at this time because it does not fit the Sailor mission and that SLRC commission may want to consider this type of request in its future planning. Seconded by Joe Thompson. Motion carried unanimously.

The second request comes from Queen Anne's County Library branch on Kent Island. The tower that allowed this branch network connectivity is located at the middle school and is being torn down. BTOP fiber goes by the library, but does not connect it. The library has requested that Sailor provide a fiber connection to the branch library. Discussion ensued around the precedent setting of connecting an individual branch library, cost and scope of the project, local cable options, what services Sailor could help with such as technical review of the project, the Regional's responsibilities, availability of grants or other funding. Questions were raised about details of what's being proposed and whether the project has the regional library's recommendation, the scope of the project and the available options. Jennifer commented that Somerset County has a similar need.

Michael suggested and the group agreed that Richard should speak to John at the regional and gather more information about the options and then make a more formal proposal which should be emailed to the group and to Anne for further consideration.

**FY14 SLRC Budget (Ann Smith)** - Anne presented the budget report. Funding remains at the same per capita level of \$1.67 and will provide a 1% increase in funding due to population increase. There will be a 2% salary increase for staff and Sailor will be OK under this budget.

Irene suggested and the group agreed that we recommend that the SLRC commission work with MLA legislative committee to increase funding for SLRC in the future. It was moved by Lee and seconded by Margaret that we recommend that the SLRC Commission work with MLA legislative committee to increase per capita funding for SLRC. The motion passed unanimously.

**Other Business** – This is the last meeting of the fiscal year. Margaret's term expires, but she has agreed to serve a second term.

The next meeting will be held October 10, 2013.

Meeting adjourned at 11:23 a.m.

Respectfully Submitted,

Lee O'Brien