

**Sailor Advisory Committee
Meeting Minutes
February 16, 2012
State Library Resource Center**

The meeting was called to order at 10:21 a.m.

Attendees – Michael Gannon(Chair), Ann Smith, David Paul (remotely), John Venditta (remotely), Lee O'Brien, Margaret Burri, Mike Brown, Stuart Ragland, Jim DeArme

Approval of Minutes – The minutes of the December 15, 2011 meeting were approved with no changes.

MARINA Report (Ann Smith) – The contract with Relais was signed on January 18. Wendy Allen went to the MAPLA meeting at the end of January to bring public library administrators up to date on progress with the project. She distributed the implementation time line and answered questions. Payments for the Relais contract are scheduled in three parts with two larger payments and a third, smaller payment. The first installment was paid recently. Ann met with representatives from Relais at ALA in Dallas and was reassured by their commitment and professionalism.

Wendy planned to participate in a conference call with Relais on the afternoon of our meeting day. Those calls are now scheduled to happen every two weeks during the implementation process. The Relais implementation time line is still on target.

Sirsi/Dynix has agreed to a six-month renewal for the URSA software. A contract for that term is expected soon. When it is received it will be reviewed and sent for payment.

Sailor Network Report (Mike Brown) – The Comcast upgrades are being completed. The SMRLA upgrade is scheduled for tomorrow (February 17). It is likely that Hagerstown will move to Comcast at the end of the month. Comcast is working with a local cable company in that area and can offer better service than current OC3 connection at a significantly lower price. Radio connectivity upgrades in Elkton and Princess Anne are expected soon.

Sailor Network Managers Group (Stuart Ragland) – The recent meeting focused largely on e-reader support. Beth Tribe from the Howard County Library presented their strategy for managing this. The group also discussed the possibility of a statewide integrated library system. Many people in the SNMG group are interested in this and would be available to work toward that goal. At the last MAPLA meeting, Irene Padilla started a statewide group to investigate the possibility for a statewide ILS. Darrell Batson has been named as the chair of that group.

The Sailor second quarter report was discussed briefly. The group had no questions about its content.

Second Quarter FY12 Budget (Ann Smith) – Budget expenditures are where they are expected to be for this time in the fiscal year. This quarter report reflects the payments made to Baltimore and Montgomery counties for providing courier services to support the MILO delivery system. Sailor databases aren't paid until the end of the year so a large expenditure is planned for that in June. That database payment will be the final one in our current contract. Vendor selection and price negotiations will need to take place in the coming fiscal year for new statewide database contracts.

Security Audit Update (Ann Smith) – Earlier this year, Irene Padilla requested additional text for the MOU that SLRC has with MSDE to make provision for an annual security audit.

That text, as well as a section pertaining to e-rate documentation, has been added to the Roles and Responsibilities section of the MOU. The additional text reads as follows:

B. Maintenance of the State library network's electronic presence, SAILOR
Attachment C; section a

2. The SLRC will conduct an annual audit of SAILOR security controls to ensure for continuous and secure network services.
3. The SLRC will submit and implement a corrective action plan based on any serious deficiencies identified in the annual audit to DLDS within 30 days of the final audit findings.

Section b. Coordination of E-rate funding for Sailor Services

1. SLRC will be responsible for distributing the Letters of Agency to all entities for which EPFL will apply for e-rate funding for Sailor services, collecting all Letters of Agency once signed and keeping these on file as required by the FCC.

A major security audit was completed last year and the report was issued in December. It revealed no significant vulnerabilities. The consultant on that project was the Janus company. The cost of that audit was \$27,300. Ann has proposed to Irene that an external contractor be called in every three years with Sailor conducting an in-house security audit for the other two years in the cycle. Reliable software is available to use for an in-house audit. One example is Nessus. It has an internal component as well as a cloud based component that tests the network from the outside. The cost is significantly lower than the consultant fees. It is also likely that an in-house audit would require less staff time than would be necessary when working with an external consultant. Irene is checking with the information technology auditors to see if this plan is acceptable.

Adjournment and next meeting – The meeting was adjourned at 10:50 a.m. Our next meeting is scheduled for Thursday, April 19, 10:15 – 12:00 in the Poe Room of the State Library Resource Center.