

**SAILOR Advisory Committee  
Meeting Minutes  
February 21, 2008  
State Library Resource Center**

**Attendees:**

Tom Hehman, Chair, Audra Caplan, Stuart Ragland, Greg Talley, Pat Wallace, David Paul, Scott Reinhart, Irene Padilla

**Guests:** Michael Brown, Gavin Brown

**Welcome and Introductions**

The meeting was called to order at 10:25 a.m.

**Approval of Minutes**

The minutes of the June 21, 2007 meeting were approved as presented.

**Sailor Network Report** (Michael Brown)

Michael indicated that there were substantial changes to the report presented. The updated copy is available at <http://www.soc.lib.md.us/sac/reports/network/Sailor-Network-Report-21feb2008.pdf> on slrc.info. Highlights of the report included:

- Comcast Upgrade – Higher bandwidth increased speed three fold with costs reduced by 10%. The new ENS service will make it easier to upgrade in the future. Eventually Comcast will only serve as a backup where other service is available. In some cases it will be phased out completely. However, it will continue as the primary service provider where no other service is available.
- Cogent Internet Upgrade –will increase speed dramatically with a projected 50% cost reduction.
- Stuart will investigate issues in sending emails with large attachments through Sailor distribution lists. Irene will provide documentation of this problem.
- NetworkMD – Greg Talley will send out a link to a recent report. This information will be added to the April SAC meeting agenda for discussion.
- Staff will investigate establishing additional video conferencing sites across the state in order to enhance communication between elected officials, community partners and constituents. They will also look into integrating this into desktop applications.
- Staff were asked to post a link to the *Videoconferencing Equipment Use Guidelines on Sailor* (an addendum to the *Sailor Videoconferencing Network Guide*) adopted by the committee in FY2007 on slrc.info. This posting will include the planning and presentation tips.
- Mike Walsh was complimented on his entrepreneurial spirit and willingness to seek out statewide partnerships.

**State Network Managers Group (SNMG) Library Technology Survey**

- This survey will assess the methods of computer support across the State. This information will enable communication between counties and allow them to compare notes about best practices.
- SNMG is an important advisory group to the Sailor Operations Center (SOC). DLDS staff Mollyne Honor (LBPH) and Nini Beegan have attended these meetings to discuss particular issues and ask for input.

**SLRC FY2009 Budget Forecast (Pat Wallace)**

- The SLRC budget has been flat funded since 2004. Over the past few years Baltimore City has supplemented this funding. Staff has implemented initiatives and strategies to keep the budget neutral while still moving ahead with implementation of the strategic plan. They have worked with the SLRC Commission to examine and eliminate some services.
- The FY2009 City budget does not allow SLRC to absorb the same costs as other years. Current issues include:
  - the impact of the city job freeze (although state funded positions can be filled)
  - inflation of Sailor databases is projected to be 5-7%
- The Commission Budget Committee is working to assess efficiencies and put together a recommendation. Considerations include eliminating some vacant positions and reducing statewide training.
- The Commission will review the proposed budget and refer appropriate issues to SAC and LSAC for review and recommendation.

**Directors' Requests**

There were no Director's requests.

**Next Meeting**

April 17, 2008

10:15 to Noon

State Library Resource Center

The meeting was adjourned by Tom Hehman at 11:55 a.m..