

## **Unapproved Ocean State Libraries Steering Committee Meeting March 19, 2009**

1. **CALL TO ORDER:** This regularly scheduled meeting of the OSL Steering Committee was called to order by President Susan Aylward at 9:37 AM in the Ocean State Libraries Office.

Present were: Cheryl Abouelaziz, Susan Aylward, Becky Boragine, Joan Gillespie, Shirley Long, Leslie McDonough, Laura Marlane, Amy Neilson, Leslie Page, Eileen Socha, and Ulla Virks. Absent: Jon Anderson, Howard Boksenbaum.

Also Present: John Carney, Karen Mellor, Kristin Chin, Beth Johnson, David Macksam, Karen Taylor, Janet Levesque, Regina Slezak, Cindy St. Amour, Diane Greenwald, Kathryn Taylor, Fran Farrell-Bergeron.

2. **MINUTES OF THE February 19, 2009 MEETING:**

Voted to approve the February 19<sup>th</sup> minutes on a motion by Leslie Page, seconded by Laura Marlane.

3. **TREASURERS REPORT:** Shirley Long

Any adjustments made by the auditor of prepaid items are now reflected in the current budget.

4. **EXECUTIVE DIRECTORS REPORT:** Joan Gillespie

Joan's report addressed the following issues:

- a. **Abuse of the system by staff members:** After a search of the circulation system for large fines, evidence of staff abuse was found. [Joan will follow up with the libraries.](#)
  - b. **OSL Communications:** [Joan said the group had focused on three areas of communication, Discussion groups, OSL Calendar of events, and publishing minutes and reports. They are studying long and short term solutions to these needs.](#)
  - c. **Stimulus:** Some stimulus money has been earmarked for libraries. OSL is working with OLIS, RINET and RIDE.
  - d. **Champlin:** Joan will be meeting with Champlin on Monday.
  - e. **EnvisionWare:** A representative from EnvisionWare will be here from April 6<sup>th</sup> through April 9<sup>th</sup>. OSL staff will be trained on the installation of EnvisionWare.
  - f. **Providence Community Library:** OSL has been speaking with Louise Blaylock, who is working as a consultant for PCL. They have discussed OSL's [potential member](#) fees as well as [one time](#) fees for joining [OSL should that be the outcome.](#)
  - g. **Demo Day:** Ocean State Libraries is hosting a "Demo Day" starting at 9 am on April 2<sup>nd</sup> at Warwick Public Library. Six vendors are giving a presentation on their products and will be available to answer any of your questions. Innovative Interfaces, Inc., 3M Library Systems, EnvisionWare, AllCIRC, Velti and CD Tag and Storage, LLC.
  - h. **Banking:** OSL has opened a money market with Washington Trust. [Washington Trust also](#) has a program [for investing in long or short term CDs](#) which [spreads the funds over multiple banks, thus averting the issue of exceeding FDIC coverage caps.](#) [OSL will look into setting up this type of account.](#)
  - i. **Late Fees:** [Three libraries owe OSL interest for late payments. One library owes OSL for Overdrive fees which are over 100 days late.](#) Based on the Membership Agreement at 120 days OSL may block the member's services.
5. **System Staff Reports:**

Peter and Ken are working on the switchover to Cox, as well as [setting up](#) the Encore [installation](#). Rick is working on Champlin and EnvisionWare. Lisa has [run several classes and has](#) forwarded the second batch of items [for testing](#) to Backstage.

6. **Karla Harry Commission:** Eileen Socha

On March 11<sup>th</sup> the Commission charge was extended until June 2, 2011. The discussion on the final report has been postponed until April 22<sup>nd</sup>.

7. **Ad Hoc Database Review Committee Report:**

Laura has also spoken with ProQuest and is still waiting for information. The committee is looking for some more feedback on the EBSCO and Gale trials. Currently more are in favor of Gale because it is easier to use.

8. **Old Business:**

- a. **By-Laws: proposed amendments:** Postponed until the April Steering meeting
- b. **Member Agreement: proposed amendments:**  
A motion was made by Eileen Socha, seconded by Laura Marlane, to accept the proposal with [specified](#) changes.
- c. **Developing policy for OSL response to closing member libraries:**  
Draft of the potential policy has been distributed. Discussion will be held at the May membership meeting.
- d. **Fee to serve out of state patrons:**  
Draft of this policy was included with the response to closing member library policy. Discussion will be held at the May membership meeting.

9. **New Business:**

- a. **Request to hire a consultant/ use additional funding to research new communication tool for OSL:** [A motion was made by Ulla Virks, seconded by Leslie McDonough, to spend up to \\$9,000 from the unallocated St. Georges money on a new communications system.](#)
- b. **AskRI databases and funding:** AskRI is providing [state-wide access to](#) Tutor.com, World Book, HeritageQuest and some EBSCO databases. [The AskRI Ebsco access is built upon the databases OSL subscribes to.](#) [There are](#) additional databases, including Novelist, that only OSL members can access. [If OSL chooses to switch to Gale for their databases, it will mean a significant change in what AskRI can provide.](#) An LTV program on AskRI will be airing soon.
- c. **Request from Warwick about Loan Rules:** A motion was made by Leslie McDonough, seconded by Ulla Virks, to create a new loan rule: 1 day, no renewal, \$1 fine.

**ADJOURNMENT:**

The meeting was adjourned at 11:45AM

Respectfully submitted:

Becky A. Boragine, Secretary

Next Meeting: Steering April 16, 2009 at 9:30 AM in the OSL Offices