Sailor Advisory Committee
Meeting Minutes
April 16, 2009
State Library Resource Center

Attendees: Audra Caplan, Chair, Irene Padilla, Craig Abresch (via videoconference), Mike Brown, Jim DeArmey, Michael Gannon, David Paul (via videoconference)**,** Stuart Ragland, Scott Reinhart, Ann Smith, Lynn Stonesifer, Greg Talley, Michael Walsh

Welcome and Introductions: The meeting was called to order at 10:20 a.m.

Approval of Minutes: Michael Gannon moved to approve the minutes of the February 19, 2009 meeting. Scott Reinhart seconded. The minutes were approved by unanimous vote.

Database Update: Two surveys that had been distributed to the group in advance of the meeting were discussed. The first focused on the relative importance of the databases that are currently provided by Sailor. The second focused on the content needed from the databases without regard to the vendor that supplies them. Ann Yuracaba is working with the vendors to compare the various databases and contract options that are available. She will be meeting with Lynn Stonesifer before May 8 to develop a cost effective database license package that meets as many of the statewide needs as possible. This document will then be distributed to MPERL to get feedback. After that, the options will be discussed by the Database Review Committee. Jo Ann Pinder has been invited to participate in those discussions as well. The goal is to have a decision in time to provide any vendors whose contracts will be terminate with the one-month notice required.

Maryland Library Consortium: Irene Padilla and the Maryland Library Consortium are working to continue the MDK12 project. Funding for the MDK12 coordinator position will no longer be available from the current source. Recently a state bill passed that will provide funding for a part time position. The MLC business plan has been reviewed and was re-written based on input from initial reviewers. It should be available soon.

Sailor Network Report: Mike Walsh highlighted the recent developments and enhancements to the network and reported on the successful power upgrade.

Sailor Network Managers Group: Information from the network report about upgrades on the Eastern Shore generated a discussion about the best way to communicate information about network changes. It was suggested that documents or minutes be included as attachments in the communications to the Sailor Network Managers Group. The discussion also brought up the point that participation in the group and attendance at meetings is sometimes low and inconsistent. This issue will be discussed at the next MAPLA meeting with the goal to encourage representation from all libraries. This would help to improve communication about the Sailor network and would allow for greater sharing of technical information and expertise statewide.

Pursuing Stimulus Money: John Bertold is working with other representatives in the state to pursue some of the stimulus money for broadband. He will be meeting with representatives from Sailor and from DLDS to plan a strategy for this. In the meantime, there is also a scheduled meeting on the Eastern Shore to educate libraries and public partners about this process.

The money will be administered/distributed by the National Telecommunications and Information Administration (NTIA). As it stands, no rules or procedures have been specified. There is expected to be some sort of competitive process however. The goal of the money is to increase access to technology for the underserved and libraries are an excellent avenue for this

Report on Continuity of Operations Plan: Mike Brown updated the group on the Continuity of Operations (COOP) plan. This term is now more commonly used than the older "disaster recovery" term. Sailor has been working constantly to enhance the reliability of the network with high speed and redundant connections. A current focus is to document the servers and other equipment configurations so that they can be re-created following an incident. They are using a system based on what is in place at Network Maryland. Mike will be attending COOP training in Washington, D.C. in the near future. He plans to create a statewide committee to include someone from each LATA and representatives from each of the regional libraries. The goal is to create a comprehensive but manageable group of five to six members. Greg reported that MSDE did a COOP plan four years ago. It was a useful exercise. In that case, the technology related section of the plan involved identifying essential functions and the way that technology supported those functions.

Budget: Ann Smith distributed the budget. The numbers were as expected. Unspent money intended for databases will be spent nearer the end of the fiscal year. This is the usual time for that expenditure. Funding for databases may require transfer of funds from some other sources. The goal is to hold the database expenditure to the existing budget number or lower. Some things may need to be dropped in order to maintain access to the Science Resource Center.

Director Requests: There were no Director requests submitted since the last meeting. Few have been submitted in recent years. While Audra will continue to solicit input from MAPLA, it was decided not to include Director requests as a standing agenda item and only discuss this in future meetings if a request has been submitted.

Potential agenda items for the June meeting:
- Demonstration of Merlin – Nini Beegan
- Progress on the of the MLC plan for cooperative purchase of databases.
- Demonstration of new technology (gizmo show) - David Paul

Next Meeting:
- June 18, 2009

Adjournment: The meeting was adjourned by Audra Caplan at 11:50 a.m.

All meetings are 10:15 a.m. – 12:00 noon and are currently scheduled in the Poe Room of the State Library Resource Center.

Committee documents and other useful information is available on the Sailor Advisory Committee web site at: http://www.soc.lib.md.us/sac/.   To reduce wasteful printing, Committee members are requested to take responsibility for printing copies for themselves.