

**Sailor Advisory Committee
Meeting Minutes
April 21, 2011
State Library Resource Center**

The meeting was called to order at 10:23 a.m.

Attendees – Michael Gannon (Chair), Craig Abresch (remotely), Margaret Burri, Jim DeArme, Lucy Holman, Lee O'Brien, Stuart Ragland, Ann Smith, Michael Walsh

Approval of Minutes – The minutes of the February 17, 2011 meeting were approved without changes. Minutes of future meetings will be completed within two weeks of the meeting so that they will be available for review by other groups.

Marina Report (Ann Smith) – There has been significant progress since our last meeting. Polaris NCIP has been installed at Carroll, Talbot and Baltimore Counties. Testing will begin shortly between those libraries as well as Kent County which is running on an Evergreen system. An introductory webinar was held for on April 15 with BCPL Carroll and Talbot Counties. Howard County is currently running Polaris 3.5 and needs to upgrade to release 4.2 in order to be NCIP compatible. Harford County is waiting for Polaris migration which is expected in May.

There have been changes in management of the URSA project at Sirsi/Dynix. A new engineer has been assigned to project and Ann Arthur is now Project Manager. Testing is moving forward with promise at Polaris libraries. At the same time, it is prudent to look at other options. The Resource Sharing Software Exploration Team (RSSET) had met a few years ago to evaluate the products/services that were available at that time and found URSA to be the most promising and fully developed product available. It is possible that new options have emerged. The RSSET group will be reconvened to look into this. Work will continue to move forward with URSA software while this exploration is taking place.

The Sirsi URSA server has been moved to Atlanta. All went well aside from one small glitch.

Wrapper printing is still an issue and a solution is in the works for this. Ann hopes that the system may be fully operational by late this summer. However, many variables exist with the software and with the participating libraries that could impact this.

Sailor Network Report (Mike Walsh) – Mike reviewed the document detailing improvements in the Sailor network in recent months.

The project to move Dorchester County from Comcast to Bay Country has been completed. The Security/Disaster Recovery plan followup is 50% completed. The Sailor network itself is an open network, as is the internet in general. The firewall is in place to protect key servers and routers.

The report included a chart showing substantial bandwidth increases statewide. The only decrease in bandwidth was at Montgomery County. Since SMRLA traffic will no longer be routed through Montgomery County, the decrease in bandwidth will not result in a decrease in network performance. The network is currently providing greater bandwidth at lower cost.

Sailor Network Managers Report (Stuart Ragland) – The minutes from the meeting are not yet available. The report at our next meeting will cover all developments from the SNMG group that had not previously been discussed with our committee.

Budget update (Ann Smith) – The budget will be based on the same per capita (\$1.67) as it has been in recent years. The per capita funding has remained flat for several years. A slight increase in population could result in an increase of 1.2% but that will be more than offset by a projected 3% increase in costs. SLRC will be looking at other funding options to cover this. It is expected to be a challenge since Baltimore City is reducing funding and private giving has dropped off everywhere.

A number of vacant positions have been eliminated. These are detailed in the last page of the budget report. The Mayor recently stated that some funding will be restored and three of the positions that are currently vacant in Collection Management may be filled. The Sailor databases are purchased through Collection Management.

There are some other impacts from reduced funding. SLRC will not be doing public programs throughout the state. That effort will be put toward the development of the LATI program instead. The City of Baltimore is considering 2% increase for some staff and the budget will need to absorb the cost of this.

There have been furlough days this year and furloughs are expected to continue in the coming fiscal year.

Sailor Cruise Accounts (Ann Smith) – Ann pointed out that under the current procedures, people with Sailor Cruise accounts must apply in person every 90 days. After some discussion, the group agreed unanimously to extend the expiration of the account to 180 days. There was also interest within the group in having an online option for renewal and it was recommended that the renewal forms be made available on the Sailor website so that participating libraries could feature a link to it from their system's intranet. Stuart will look into these options and will report findings at our next meeting.

Sailor Project Quarterly Report (Stuart Ragland) – This is the first report that covers a period where the new Sailor website was available during the full quarter. The top pages remain the same – the public library directory is the most popular feature followed by Heritage Quest.

For hosted sites, the figures for the Maryland Lottery continue to drop, due to the fact that they have moved much of the content to another host.

Stuart noted that the database statistics that are shown in the report indicate total use of the databases statewide via links from other library websites in the state. Only a portion of the figure on the report is

generated by customers linking to databases directly from the Sailor site.

Director's requests (Michael Gannon) – No director's requests received.

Other Business – The group was reminded that some members will be leaving the committee after our next meeting. Michael asked for recommendations for new members to take these slots. The group is particularly in need of a representative from the schools.

Adjournment – The meeting was adjourned at 11:18 a.m. The next meeting will be Thursday, June 16, 2011 in the Poe Room of the State Library Resource Center.