Sailor Advisory Committee
Meeting Minutes
October 21, 2010
State Library Resource Center

Attendees – Michael Gannon (chair), Craig Abresch, Jim DeArmey, Kathleen O'Connell (remotely), Irene Padilla, Stuart Ragland, Greg Talley, Michael Walks, Xiaoyu Zhou

MARINA Report (Stuart Ragland) - Gail Wanner, Project Manager for the URSA software, is no longer with Sirsi/Dynix. No announcement has been made regarding her successor. The Information Access Division has been in touch with Sirsi/Dynix to ask about this but no further information is currently available. The general feeling among the group is that this is bad news for the future development of the software. Irene requested that Wendy Allen issue an update about the current state of URSA product development to the Marina and MAPLA lists.

Budget Update (Stuart Ragland) - Less was spent on salaries and benefits. A little less was spent on communications and internet connectivity due to efforts on the part of Mike Walsh to find lower cost alternatives. Equipment and maintenance expenditures are up and databases expenditure is higher. The budget was overspent by approximately $5,000. Stuart believes that this money was taken from the SLRC budget but will verify this with Ann Smith.

Sailor Network Report (Mike Walsh) - There was a substantial change in the connection from Oakland to Baltimore. Because we have purchased access to dry copper pair lines we now have twice the bandwith for a substantial savings. The difference for the customer was transparent. The T-1s that had been in place have been released. Mike anticipates that the network map will change substantially in the next few years. Network reliability is being achieved via alternate routes rather than redundant lines.

The draft of the security audit was reviewed and accepted by the auditors. A second draft has been reviewed and some suggestions for changes in verbiage have been suggested. Once those revisions have been incorporated the audit will be complete. No major issues were identified in the security audit.

The disaster recovery plan needs some final adjustments and should be ready for final presentation at our next meeting. A final version won't be issued until Mike works with Greg to evaluate it in light of MSDE security standards. Irene asked for a proposed time line for improvements that have been recommended in order to demonstrate an action plan for those who review the disaster recovery documenet.

Other improvements to connectivity were described. Efforts continue to find lower cost / higher performance solutions.

Greg asked about Comcast at 200 W. Baltimore. He had been told that it wasn't available but comments from Mike suggested that it may. Greg will inquire further. The goal is to get cable TV installed in the building.

Continuity of Operations Plan, COOP (Mike Walsh) - As far as network is concerned, the Sailor office is just another site. No critical operational information or databases are housed there. Because of this, we are better served by a Disaster Recovery Plan rather than a COOP. An exception to this is web site content. However, previous experience has demonstrated that site content is recoverable.

Some mechanical work is required and the Disaster Recovery plan addresses this. The money is allocated to finish this work by the end of the fiscal year. By that time we will be in the position to say that we are fully recoverable. When some editorial work on the DR plan is completed, it will be released. Some information may need to be redacted in order to preserve security.

Sailor Network Managers Group Stuart Ragland - Recent discussion in the group has focused on Google apps and videoconferencing.

The discussion revealed that SNMG often investigates issues beyond actual networking topics that would be of interest to many. There is a desire to make people statewide aware of that so that they can take advantage of those discussions and participate in them. There was a recommendation to have Round Robin portion of the SNMG minutes include topics that have been discussed - not in detail but with enough information so that those who did not attend the meeting would be able to follow up on topics that are of interest to them.

Sailor Project Quarterly Report (Stuart Ragland) - The Sailor budget was discussed earlier in the meeting. The current report serves as a summary of what has occurred over the last fiscal year. All of the statistics are what was expected. This is the last time we will see stats about the Gale databases. The next report will show the statistics from the Ebsco suite that replaced them at the beginning of the fiscal year.

New Sailor Website (Xiaoyu Zhou) -The site is designed to target Sailor's key audiences – the Sailor community (people who provide Sailor services), committee members, and customers of Sailor services. Content has been reduced and refined to focus only on Sailor related information.

As a service to people who come upon the site through a general web search, a box at the top of the home page gives an overview of Sailor. The home page provides links to the most popular Sailor services and sub-pages (About, Committees, Services, Links, and Contact) give more complete information.

Features have been included so that the site can be shared using online bookmarking sites such as delicious.

The new site is written using the Ektron content management system with some background programming. It is due to go live by end of October or early November.

Director's Requests - No director's requests were received.

Other Business: Broadband Technology Opportunities Program (BTOP) - A second round applications is in process. While the grant amounts are substantial, the detail and complexity of the application and reporting requirements are daunting. Maryland is the only state that has submitted a statewide grant. The State will hold the grant and will award money to sub-grantees. Close oversight will be necessary since the State will be responsible to respond to any compliance inquiries from the Federal level. A memorandum of understanding does not yet exist for all the participants in this project.

It is expected that much of the work will not require a bid process. It should be possible to take advantage of existing state or county contracts.

Our group is particularly interested in getting a list of the libraries that are included in the group of anchor institutions.

Adjournment and next meeting - The meeting was adjourned at 12:16 p.m. Some members remained to take advantage of a tour of the Sailor Operations Center. The next meeting will be held Thursday, December 16, 2010 at 10:15 a.m. in the Poe Room of the State Library Resource Center.