

**Sailor Advisory Committee
Meeting Minutes
June 14, 2012
State Library Resource Center**

Attendees - Michael Gannon (chair), Emma Beaven (guest), Lee O'Brien, David Paul, Ann Smith, Joe Thompson, Michael Walsh, Jim DeArme

Approval of Minutes – The minutes of the April 19, 2012 meeting were approved with no changes.

Relais/Marina Demo (Emma Beaven) – Emma reported that she and Wendy Allen speak with Relais weekly. The company has been consistently helpful and responsive. NCIP connectivity is progressing. Polaris wants to test with NCIP 2.0 and Relais is working with them. There has been recent progress on the effort to get the Relais-Polaris NCIP connection working and it looks now that it may be weeks rather than months for this to be solved. Relais will be working with Kent County on patron authentication since their Evergreen system doesn't support NCIP. Compatibility issues between Relais and the ESRL Innovative system have been solved. A Windows based client that can be used by libraries who manage their own OCLC loans has been installed and is being tested.

Emma demonstrated the customer request process. Each library will be given a unique URL so that the Relais system will be able to manage the patron validation correctly. The request interface offers a simple search and a more advanced search. If the patron's home library owns the particular title, the patron is routed to the catalog/circulation system of that library system in order to place a hold locally. If the title is not owned by the patron's home library and an available copy is owned at another Marina library, the request will be placed and routed to an owning library. If there are no owned copies or no available copies in a Marina library, the request is passed to an OCLC request queue. It will go to the customer's home library queue if the home library manages its own OCLC requests. Otherwise it will be added to the SLRC queue.

Customers can specify a specific branch as a pickup location and can add an explanatory note if they choose. Request loads will be evenly distributed across all systems at the beginning but it is likely that some load balancing will be done in order to make the workload manageable for larger and smaller library systems.

On the staff side, the system will provide more options to locate particular requests to track progress and solve problems. Scanning a barcode will help to bring up a particular request. Bands to wrap the materials for shipment will be printed automatically. Systems will be able handle requests either in a centralized (mediated) manner or at each branch pick-up point (unmediated). The workflow is expected to be similar to what is being done now.

It is difficult to set a definite live date for the Relais-based Marina since so many variables are still in play. A best guess is that the system will be in place for customer requests some time in September or October.

Sailor Network Report (Mike Walsh) – Comcast has increased capacity while cutting costs for the link to Hagerstown. Cogent is moving to a higher capacity pipe. This will increase network reliability and should be able to handle 4 GB. Sailor is working with Network Maryland and the University System of Maryland to explore the possibility of getting internet service more cheaply.

The plan is to increase Sailor capacity to 10 GB so that it will be able to accommodate increasing traffic. In the meantime, work is continuing to increase redundancy of key network components at the Southeast Anchor Branch so that the network will continue to operate even if there is a complete loss of service to the Central building.

Budget Report (Ann Smith) – Ann reviewed the expenditures to date and highlighted the fact that the report does not yet include database expenditures. Those contracts are negotiated to start at the beginning of the fiscal year and the bills for statewide database access will not be processed until closer to the end of this fiscal year.

Ann also reviewed the FY13 SLRC budget and a detailed breakdown of the Sailor items that are part of that budget. Gordon Krabbe reports that the state per-capita funding will be 1.67. He projects an increase of 1.3% which is good news but doesn't meet projected needs. The SLRC materials budget has been reduced substantially. Some private funding may be used to help to cover that reduction. There is a possible \$100,000 increase in the database budget. This should help to defray increasing costs.

Video Conferencing Equipment (Ann Smith) – Mike Walsh reviewed the information on videoconferencing alternatives that had been distributed in advance of the meeting as well as the information on how often the current equipment has been used. The current equipment has served us well but is ten years old and cannot be repaired if/when it fails. The equipment is not heavily used but is popular with those who do use it. The group discussed the change in demand for this sort of service in light of desktop conferencing options such as Blackboard and Skype.

Our plan of action is to continue to use the current equipment while checking into the costs and availability of partially outsourced options. The committee will work to create a formal recommendation at the next meeting which will then be sent along to the SLRC Commission. Once the new system or plan is in place, Sailor will contact agencies that currently host video conferencing with instructions on what to do with the existing equipment.

Consortium database purchasing outside the Sailor contracts (all) – The coming year (FY2013) is the last in the current three-year cycle for purchasing databases for statewide access through Sailor. The stability provided by the three year term has been welcome. Contracts for a new term will need to be negotiated during this fiscal year. Database selection and contract negotiation is a lengthy process and meetings of the MPERL group are planned for autumn 2012. Lyris has been contracted to help with selection and contract negotiation.

In addition to the databases purchased for statewide access through Sailor, several other databases have been negotiated through Lyris in the past. Individual library systems could participate and would be responsible for paying the bills for those databases. These databases

include Brainfuse, Learning Express, Gale Literature Resource Center and Biography in Context, as well as ValueLine. Sailor's contract with Lyris does not include negotiation for these other databases. An email has been sent to the MPERL group with information on this. The Maryland Library Consortium (MLC) will be looking into consortium purchase of databases outside the Sailor contracts. An MOU was distributed at MAPLA and some library systems have already signed it.

Joe made the recommendation, supported by others at the meeting, that we get copies of the contracts that Lyris previously negotiated so that libraries could work from an informed position whether they participate in consortium purchasing or decide to negotiate contracts on their own.

Future meeting dates (all) – The group felt that meeting bi-monthly on the third Thursday of the month has been successful. Future meeting dates are:

- October 18, 2012
- December 20, 2012
- February 21, 2013
- April 18, 2013
- June 20, 2013

Stuart Ragland will reserve the Poe Room for the group.

Adjournment and next meeting – The meeting was adjourned at 11:45 a.m. The next meeting is scheduled for Thursday, October 18, 10:15 – 12:00, in the Poe Room of the State Library Resource Center.