

**SAILOR Advisory Committee
Meeting Minutes
October 16, 008
State Library Resource Center**

Attendees:

Audra Caplan, Chair, Craig Abresch, Wendy Allen, Jim DeArme, Michael Gannon, Kathleen O'Connell, Irene Padilla, Daria Parry, Stuart Ragland, Ann Smith, Michael Walsh

Welcome and Introductions:

The meeting was called to order promptly at 10:15 a.m.

Approval of Minutes:

Craig moved to approve the minutes. Jim DeArme seconded the motion. The minutes of the June 12, 2008 meeting were approved.

Content of the Minutes:

In order to make the minutes as useful as possible, the group agreed that the content should be limited only to those items that require action.

Filling vacancies on the committee:

Audra will work with Irene to identify people to fill current and future committee vacancies.

Tour of the Sailor Operations Center:

Audra toured the Sailor Operations Center and found it very beneficial in understanding the variety and depth of the work that goes on there. She recommended that the entire committee take the tour and will work to schedule this for a future meeting. The February meeting was suggested.

Database Update:

It is time to start the process for database negotiation. Audra will work with Ann Smith to set up a meeting with Ann Yurcaba, Lynn Stonesifer and Irene Padilla.

Preparation for Future Meetings:

Members are asked to keep the following points in mind in preparation for future meetings:

- Documents necessary for meetings will be sent via email to group members either as attachments or as links. Members should review the documents in advance of the meeting and print those that are necessary.
- If you are unable to retrieve the documents, alert Audra and Stuart who will arrange to have print copies sent to you.

- Videoconferencing is an option for members who are unable to travel. Please alert Audra and Stuart in advance of the meeting to arrange for this. One week notice is preferred but shorter notice can be accommodated if necessary.
- All members are asked to avoid the use of acronyms unless they are explained so that new members will be able to get the most from presentations and discussions.

Director's Requests:

There were no requests submitted for this meeting. Audra will solicit input from the Maryland Public Library Administrators (MAPLA) in advance of future meetings.

Public Library Staff Directory Information Updates on Sailor:

Stuart sends reminders regularly to contacts at each library system reminding them to update the location, hours, and staff information listed on Sailor. However, some of the information is not being updated consistently. In order to increase the amount of attention that this task receives, Stuart will alert MAPLA that the update reminder has been sent.

Future Meetings:

Future meeting dates are:

- December 11, 2008
- February 19, 2009
- April 16, 2009
- June 18, 2009

All meetings are 10:15 a.m. – 12:00 noon and are currently scheduled in the Poe Room of the State Library Resource Center. The group discussed the possibility of meeting in other locations. Possible alternate locations are most likely to be limited to those spots in the state where videoconferencing is available. Dates may need to be changed to accommodate members' schedules if we choose to meet in an alternate location. Dates of future meetings, minutes, meeting documents and other useful information is available on the Sailor Advisory Committee section of the Sailor Operations Center web site at: <http://www.soc.lib.md.us/sac/>. This link will be included in all minutes and agendas.