

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting May 14, 2025, 9:30 am**  
**Meeting at MVLS**  
**Minutes**

**Present:** Bill Bonner, Sara Dallas, Leah Fitzgerald, Guin Forshey, Alex Gutelius, Kari Kakeh, Michele Largeau, Trevor Oakley, Teresa Pavoldi, Eric Trahan, and Erica Wing. Christine Connell participated via Zoom.

**Excused:** None.

**Guests:** Chris Mundell and Tom Shaginaw in-person; several attended through Zoom: Pat Gosda, Sharon O'Brien, Jill Ryder, and Rebecca Verhayden.

Council Chair Erica Wing called the meeting to order at 9:31.

The minutes for the January 8, 2025 JA Council meeting were approved. Motion: Sara Dallas: Second: Bill Bonner. Ayes: All; Nays: None.

Financial reports for January, February, March, and April, 2025 were reviewed and received for audit. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.

Payment Warrants for January, February, March, and April, 2025 were reviewed and received for audit. Motion: Eric Trahan; Second: Bill Bonner. Ayes: All; Nays: None.

**Project Managers Report - Michele reported:**

PC Orders: The first order of the year had a May 10 deadline. There may be small changes in pricing for some items. We had 3 orders for the new Mac Mini. The next group order will be in the fall.

Microsoft Office Pricing: The Microsoft/ALA talks have not produced any result. Orders continue to go through Tech Soup. Microsoft is moving to a strict 5-year schedule for support, which, with purchasing restrictions, often will mean much less than 5 years. Support is ending later this year for Office 2016 and 2019, as well as Windows 10.

III Contract/Vega Discover status: We are still waiting for final approval on the III agreement. Vega cannot go live for 4—6 months after the agreement is approved. Implementation of the app will follow after Vega.

Quipu eCard server upgrade: The upgrade resulted in some changes, most noticeably affecting the second address. They are working on putting the 2<sup>nd</sup> address back in.

Firewall upgrade: Chris Mundell reported on the work of updating the firewall, which has been fairly uneventful.

MFA: Chris reported that as of the morning of the April 15 deadline, all but 40 accounts had implemented MFA; only 6 still remained at the end of the day. Now all active user accounts are done! Sara commended Chris and the staff, to the applause of the attendees.

Polaris upgrade: JA successfully upgraded to version 7.7, on April 11. New features all fall in with LEAP functionality.

SMS text messages: Email to text messaging is going away due to federal regulations. JA is testing new products to perform this service, which will involve additional costs.

Additional News: Sara Dallas thanked the JA staff for all of their work in 2024. The air conditioning system in the JA computer room will be updated.

### **Committee Reports**

Finance: The following budget amendments were approved: Increase 7260 Interest Income by \$10,000 to \$30,000; increase 8210 Software Maintenance by \$45,171 to \$206,645; increase 8510 Building Maintenance by \$950 to \$1,400; and increase 8520 Generator Maintenance by \$2,010 to \$3,000. Motion: Eric Trahan; Second: Bill Bonner. Ayes: All; Nays: None.

Policy: The following seven policies were amended to remove references to specific numbers of libraries, substituting the language “participating libraries in the Mohawk Valley and Southern Adirondack library systems”: Identification Information in Patron Registration Policy, Network Connections Policy, Security Policy Addendum - Confidential Library Patron Policy, Security Policy Description, Security Policy FAQ, Access to Polaris Policy, and Workstation Purchase and Support Policy.

The User Account Policy was amended to add the following bullet: “Multi-factor authentication (MFA) is required for all user accounts.” The Council approved all proposed policy changes on one motion. Motion: Bill Bonner: Second: Alex Gutelius. Ayes: All; Nays: None.

Operations: No report

### **Old Business**

SCPL Withdrawing from JA: A final letter from JA was sent to the full transition team on April 8, bringing the SCPL withdrawal to an official end. Eric mentioned two items that have come up concerning the SCPL withdrawal: reactivating patron self registration for Schenectady County residents, and revisiting the need to physically visit a library to validate or renew a card. These items will be added to the list of items to be addressed by the Operations Committee. Sara asked that we set a realistic deadline. Emphasis will initially be on implementing Vega Discover.

JA Agreements: Cole Adams is working with Sara, Eric and Michele in developing a new draft agreement. Once that is complete, it will be brought to the Council and to libraries for comment.

### **New Business**

Christine Connell is leaving the SALS board, and will no longer be the SALS board representative on the JA Council. The SALS board will be appointing Tom Saginaw to fill that role.

Kari Kakeh shared three upcoming CDLC events and initiatives.

The meeting was adjourned at 10:03 Motion: Alex Gutelius; Second: Bill Bonner. Ayes: all; Nays: none.

The next meeting of the JA Council will be July 9, 2025, at SALS.