

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting November 10, 2021, 9:30 am
Via GoToMeeting
Minutes

Present: Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Michele Largeteau, Tim McDonough, Kari Kakeh, Teresa Pavoldi, Mary Salluzzo, Eric Trahan, Erica Wing, and Russell Wise.

Excused:

Guest: Jen Ferriss, Jill Ryder, Sharon O'Brien, Jack Scott, Tom Schlatter

Council Chair Erica Wing called the meeting to order at 9:33.

The minutes for the September 8, 2021 JA Council meeting were approved as presented.
Motion: Mary Salluzzo; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for September and October, 2021 were reviewed and received for audit.
Motion: Russ Wise; Second: Devon Hedges. Ayes: All; Nays: None.
Payment Warrants for September and October, 2021 were reviewed and received for audit.
Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: Two sites are still waiting for delivery on machines purchased through the mid 2021 computer order. Items from the end of year order are not yet received.

Patron Self-Registration Status: Trainers are testing and working on documentation. The next step will be to choose pilot sites and to get them up and running. The expectation is that self-registration will become available early in 2022.

Computer Support Specialist Position: JA has received 28 applications. Interviews will begin soon.

Cyber Security Insurance: An application has been completed for SALS as the site of JA operations. Libraries will also need their own coverage. JA is assisting with library applications. On other security issues, there was a discussion on two-factor authentication and on possible penetration testing.

User Security Training: JA has been looking into several potential security training vendors. Having required user training is beneficial when seeking cyber insurance.

GLE Network Consultant Project: Groff Networks is developing a technology roadmap for Glens Falls. JA is assisting as needed.

SALS new phone system: SALS is migrating to a Voice Over IP phone system to integrate cell phones and computers. This is expected to facilitate more effective remote work.

Polaris upgrade: JA will be upgrading Polaris to either 7.0 or 7.1 in 2022. This will provide enhancements to LEAP which will replace staff the client eventually. In other III/Polaris news, III will be moving hosted service to the Pro Quest service. System trainers have been given administrative access to Polaris, which will simplify some service requests. III is advancing the request to add preferred pronoun functionality to patron records. And JA password expirations

are back to the past practice of every six months.

Windows 11: Libraries are reminded not to upgrade JA machines to Windows 11. JA is testing to resolve issues with Windows 11, Polaris and the JA network.

Library Telecommunications: JA is assisting libraries with bandwidth updates.

Committee Reports

Finance: The annual fee discussion meeting will be held virtually on December 8 at 9:30. Eric presented a preview of a discussion that will take place at the meeting concerning telecommunications fees and library fees for 2022. The meeting, in keeping with past practice, will also cover fees for 2023.

Policy: No Report

PAC Steering: No report.

Operations: No Report

Old Business

None.

New Business

JA Council meeting dates for 2022 were set for the 2nd Wednesday of every other month at 9:30 a.m. The January 2022 meeting is scheduled for Wednesday January 12.

Sara reported that Build Back Better funding should be available for library broadband. Details will be forthcoming. Tim mentioned an article on improving broadband in the north country. Russ suggested SALS do a survey of broadband needs. Sara responded that the NYS library is doing that statewide.

The meeting was adjourned at 10:08. Motion: Devon Hedges; Second: Tim McDonough. Ayes: all; Nays: none.

The next meeting of the JA Council will be January 12, 2022.