

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting January 11, 2023, 9:30 am**  
**Meeting at MVLS**  
**Minutes**

**Present:** Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Michele Largeteau, Tim McDonough, Kari Kakeh, Teresa Pavoldi, Eric Trahan, Erica Wing, and Christine Connell.

**Excused:** Mary Salluzzo,

**Guests:** None in-person; several attended through Zoom.

Outgoing Council Chair Alex Gutelius called the meeting to order at 9:35.

Election of 2023 Officers: Eric Trahan nominated Devon Hedges to serve as Council Chair for MVLS. Sara Dallas nominated Guin Forshey to serve as the Vice Chair for SALS.

There were no other nominations. Alex called for a vote, which passed. Ayes: All; Nays: None.

Devon Hedges took the gavel as the new JA Council Chair.

The minutes for the November 9, 2022 JA Council meeting were amended to include Sara Dallas as excused. The amended minutes were approved. Motion: Alex Gutelius; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for November and December, 2022 were reviewed and received for audit.

Motion: Eric Trahan; Second: Alex Gutelius. Ayes: All; Nays: None.

Payment Warrants for November and December, 2022 were reviewed and received for audit.

Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

**Project Managers Report - Michele reported:**

PC Orders: The year-end 2022 orders are coming in. These machines will be running Windows 11. JA is still testing the images for public PCs, there are some issues with Clean Slate. Sites with Cassie replacements will be the last to be implemented. The next order should be announced in February.

Waiving Fines: III did a second fine purge for 6 SALS libraries that have gone fine free since the last purge.

Polaris Migration: In a change that should be invisible to libraries, III will be migrating the hosted data to a new server. The training server has already been migrated.

Phishing Training: Required training for all users, provided by KnowBe4, will be implemented through Office 365. This will include phishing testing for users.

Cyber Security Insurance: SALS/MVLS organized a presentation with Kevin O'Brien from Upstate Agency, who indicated that both the systems, as a 3rd party vendor, and libraries, should consider this insurance. JA has assisted several libraries with insurance applications, and is working on system applications.

MultiFactor Authentication: The long-term goal is to eventually implement this for all sites, using personal cell phones. Chris is testing a token for when cell phones aren't a viable solution. A

few libraries have turned 2-factor on. Michele logged a ticket with Polaris to have MultiFactor an option for Polaris accounts.

Year End Processes: Jason has run the annual reports. We are waiting for the state to release the instructions before releasing this data.

Additional News

JA has been assisting with renovations at Bolton Landing.

At the request of Mary Carrier at MVLS, JA is testing Princh for wireless printing.

**Committee Reports**

Finance: The annual fee discussion meeting was held virtually on December 14 at 9:30. Based on input received, the committee recommends a 3% increase in 2024, raising the fee budget to \$708,650 with a formula based on 2022 library data. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Policy: No Report

Operations: No Report

**Old Business**

None.

**New Business**

None

The meeting was adjourned at 9:53. Motion: Guin Forshey; Second: Alex Gutelius. Ayes: all; Nays: none.

The next meeting of the JA Council will be March 8, 2023, at SALS.