

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting January 9, 2019, 9:30 am
Southern Adirondack Library System
Minutes

Present: Sara Dallas, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Eric Trahan, Erica Wing and Russell Wise.

Excused: Karen Bradley, Mary Salluzzo, Kathy Naftaly

Guest: Don Flinton

Outgoing Council Chair Alex Gutelius called the meeting to order at 9:32

MVLS nominated Devon Hedges to serve as Council Chair in 2019; SALS nominated Tim McDonough to serve as vice chair. There being no nominations from the floor, on motion by Russell Wise, seconded by Eric Trahan, the new officers were approved as nominated. Ayes: All; Nays: None.

Devon Hedges took the gavel.

The minutes for the September 12, 2018 JA Council meeting were approved as presented. Motion: Sara Dallas; Second: Alex Gutelius. Ayes: All; Nays: None.

Financial reports for September, October, November and December 2018 were reviewed and received for audit. Motion: Russell Wise; Second: Tim McDonough. Ayes: All; Nays: None. Payment Warrants for September, October November and December 2018 were reviewed and received for audit. Motion: Russell Wise; Second: Tim McDonough. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: A shortage of Intel processors has led to a delay in receiving the all-in-one machines from the mid year order. This will also affect the end of year order. JA is exploring options. HP 800G1 models will go off support at the end of 2019. Windows 7 will end support in January 2020. Some models may need updating before then

Building Projects: The Schenectady Mont Pleasant branch is the main ongoing project, with Galway also in process.

Patron Address/Statistical Class Project - Quipu e-Card: Saratoga has been testing the software since October. MVLS sites are now starting to implement. Quipu has added a few features, including a look-up feature that allows users to determine residence before processing a new patron. All libraries are expected to get training and begin using e-Card for patron registration. It is expected that using e-Card will become required for all registrations to insure accurate patron data.

One Drive: All libraries are now turned on. Trainers are providing support and documentation. The JA intranet is the next thing to be converted to OneDrive. There will be an effort to have some items - policies, for example - available to the public.

Security Policy App: All libraries are now on, and users are signing the policy. Directors get a weekly email on staff status.

SCP RFID: JA is working with Schenectady to manage the change in the RFID command server

Database Pages: JA staff are no longer maintaining database pages. All libraries have been given the information to access the NOVEL NY database pages maintained by Gale.

GLE RFID: JA staff continue to work with Crandal to find a solution.

Committee Reports

Finance: Following up on the December 12 open finance committee meeting, the committee proposed a 3% increase in fees for 2020. The recommendation was approved.

Motion: Eric Trahan ; Second: Sara Dallas. Ayes:All; Nays: None. This will go to the SALS and MVLS boards for approval. The 2019 fee increase is 3.5%

Policy: The council voted to accept the proposed policy amendment for the Fines & Fees policy.

Motion: Committee. Ayes: All; Nays: None.

The council voted to accept the proposed policy amendment for the Access to Polaris policy.

Motion: Committee. Ayes: All; Nays: None

Both policy amendments were previously approved by the SALS and MVLS boards of trustees.

PAC Steering: No report.

Operations: A September meeting was held to discuss issues related to eCard.

Old Business

Security Policy With the implementation of the Security Policy, the minimum age for a Polaris user became an issue. All Polaris users must sign the Security Policy. Users must be 18 to sign the policy. The Policy Committee will review and make a recommendation,

Polaris contract renewal The existing contract with Ill expired on 12/31/2018. Michele has been working with Ill for months to come to terms. We are now looking at 3 options.

Access to the PAC Firewall geo-fencing was implemented in April 2018. This means the PAC is available only in North America.

New Business

Alex announced CPH is switching calendar and communications vendors from Evanced to Communico for Libraries.

The meeting schedule for 2019 was approved with meetings set for the 2nd Wednesday of January, March, May, July, September and November.

The meeting was adjourned at 10:50. Motion: Tim McDonough; Second: Sara Dallas. Ayes: all; Nays: none.

The next meeting of the JA Council will be March 13, 2019 at MVLS