

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting July 11, 2018, 9:30 am
Mohawk Valley Library System
Minutes

Present: Karen Bradley, Sara Dallas, Alex Gutelius, Kari Kakeh, Michele Largeteau, Tim McDonough, Kathy Naftaly, Eric Trahan, and Erica Wing.

Excused: Devon Hedges, Mary Salluzzo, and Russell Wise

Karen Bradley agreed to chair the meeting. She called the meeting to order at 9:35 am.

The minutes for the May 23, 2018 JA Council meeting were approved as presented. Motion: Tim McDonough; Second: Eric Trahan. Ayes: All; Nays: None.

Financial statements for May and June 2018 were reviewed and received for audit. Motion: Eric Trahan; Second: Kathy Naftaly. Ayes: All; Nays: None.

Payment Warrants for May and June 2018 were reviewed and received for audit. Motion: Eric Trahan; Second: Kathy Naftaly. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC orders: The mid-year PC group order is due back to JA on July 20. The previous group order was configured and either delivered or is scheduled to be delivered.

Building projects: The Gloversville Public Library has ordered PCs, Meraki and other pieces of equipment. Installation of the equipment is anticipated in the fall.

Fort Plain Free Library's circulation desk is being built and installed.

Crandall Public Library (Glens Falls) worked with JA installing a new digital camera system

Patron/statistical class project: The Quipu contract was reviewed by an attorney and signed. The Quipu staff is developing a webpage for library staff. The website will be tested on trainer to make sure the format, and fields work as designed.

Polaris upgrade: The upgrade was completed on June 26th/27th. The upgrade worked as planned due to the work done by Diane Robinson and the JA staff. Circulation (RDP), Cassie, self-checks were available by 7:30am. Client at Crandall Public Library, Clifton Park-Halfmoon Public Library and Saratoga Springs Public Library were made available by their IT staff. LEAP, PAC and reports were available by 9am. LEAP (external) still has a problem; eReceipts also has a problem (patron alternative email address). The JA staff is updating the batch jobs and checking on a bug fix. Credit cards are working with TLS 1.2 for staff and self-checks (the impetus for the upgrade).

OneDrive: Trainers are working on documentation. Clifton Park –Halfmoon Public Library is working with OneDrive. Chris Mundell will be working with MVLS, SALS, Saratoga Springs

Public Library, and Crandall Public Library. Schenectady uses a local file server and will be offered an application similar to the application used by smaller libraries. This will occur when the system trainers feel comfortable providing support. Using OneDrive will mean staff will need to use encryption for security issues. This will mean more training.

SCP RFID Command Center: A replacement will be necessary as the server goes off warranty at the end of August. The JA staff is investigating a cloud solution.

Security Policy Application: Work is continuing on having an electronic sign off. JA staff will review the procedures that include emailing staff to have them sign the agreement electronically, then call staff without an email address. This will be done annually.

GLE RFID: Crandall Public Library staff visited the Saratoga Springs Public Library and will visit Schenectady County Public Library.

Crandall Borrow by Mail: This program went live this week.

Non-integrated content: Diane Robinson will be hosting a GoToMeeting with other public library systems concerning supporting non-integrated e-content, such as Hoopla, RB Digital, and Zinio.

Committee Reports:

- Finance Committee – No report
- Policy Committee: The committee brought two policy documents for JA Approval.

Motion to approve the Workstation Purchase and Support Policy Eric Trahan; second Alex Gutelius. Ayes: All; Nays: None.

Motion to approve the Access to Polaris Tim McDonough; second Eric Trahan. Ayes: All; Nays: None.

- PAC Steering Committee – No report
- Operations Committee – No report

Old Business: Ill approved a credit of \$40,700 for Zepheira

New Business: Revise the job descriptions for David McFarland (Automation Support Rep I to ASR / PC Technician) and Jason Thompson (Programmer Analyst to Programmer Analyst II) to reflect the level of work being done.

The meeting was adjourned at 10:28 am. Motion: Tim McDonough; Second: Kari Kakeh. Ayes: all; Nays: none.

The next meeting of the JA Council will be September 12 at SALS.