

Joint Automation Council
MVLS/SALS Joint Automation Project
May 13, 2020
9:30 am
Via GoToMeeting

Attendees: Sara Dallas, Alex Gutelius, Michele Largeteau, Kari Kakeh, Tim McDonough, Kathy Naftaly, Terry Pavoldi, Eric Trahan, Erica Wing, Russ Wise, Sharon O'Brien, Kim Zimmer

Excused: Devon Hedges, Mary Salluzzo

Meeting called to order at 9:33 by Kathy Naftaly

Minutes approved unanimously. Motion Eric Trahan; Second Tim McDonough

January - April financial reports accepted unanimously. Motion Eric Trahan; Second Russ W.

January - April payment warrants accepted unanimously. Motion Eric Trahan; Second Kari Kakeh

Report of the Automation Project Manager
Supporting libraries during the closure:

Michele Largeteau reported that the JA staff have been supporting libraries during closures. She noted that the MVLS and SALS trainers worked closely with the JA staff. Some of the work included changing Polaris settings to reflect the closure of the libraries, due dates, and setting to prevent fine accrual. Trainers worked with JA to allow External LEAP / VPN client access, which enabled member library staff to work remotely. The Overdrive Instant card allowed people to sign up and use the e-content available to people who reside in the eight counties. The GoToMeeting licensing agreement was upgraded, and as a result, more people can attend these virtual meetings.

The JA staff answered a fair amount of Computer Support requests from the system and member library staff.

Although the buildings were closed, the JA staff were involved in several projects, many virtual meetings that included informational webinars, updating documentation, reimaging computers for Schenectady County, new images for new hardware, Meraki licensing among other things.

Re-Opening Committee:

Michele, Jill Ryder, and Sharon O'Brien are participating in the Re-Opening Committee meetings. The challenges include not knowing how or when the libraries will reopen. Regardless of the library size or where they are located, they are working together to reopen and in planning. POLARIS can accommodate the reopening plans for all of the libraries.

PC orders:

The beginning of the year order was placed, and all of the PCs and laptops have arrived. As reported before, it has been challenging to get the All-In-Ones. A possible solution is using an HP Mini with optional monitors. Unfortunately, they arrived with the wrong port, and the staff

is working with HP to resolve the problem. The new port may cost an additional \$9.00 per device.

Subdomain reconfiguration:

The subdomain reconfigurations have been completed before the mandatory shut down. The JA budget will see a \$20,000 saving with the cancellation of all of the T1s/NLAN connections.

Polaris Hosted Upgrade:

There was a savings of \$2500 by not paying for an off-hours upgrade. Polaris services were available by 10 am. Jason took the lead on the upgrade project with support from Diane. He did an excellent job. This upgrade was the first done on the hosted servers. It was an overall pleasant experience requiring less work done by the JA staff. The most significant changes were to LEAP. There is now a preferred name on the ID. It should only be used for a patron who needs to be called by a different name under very specific circumstances.

The eCard was upgraded to coincide with that change.

Firewall replacement:

Chris Mundell, Diane Robinson, and Michele worked with a network consultant. They opted for a Fortinet solution instead of Cisco, at the recommendation from the consultant.

There were a couple of periods of downtime (9 pm-midnight, 6 am-10 am) for testing. The new firewall installed and turned on May 5, 2020. The cost of the firewall was significantly lower, and maintenance will also be more economical. These savings were part of the overall plan for reconfiguring and simplifying the network. The user interface is much more intuitive. Everything is working as expected.

Other network/server upgrades:

Network changes were made at the SALS location. The changes include: Separation of the local PCs (JA and SALS staff) from the servers that remain, added 400x20 Spectrum line \$135 a month, replacement the 25M fiber connection with CenturyLink with 100M fiber via FirstLight Fiber. As a result, these changes will allow for better security and bandwidth. The FirstLight Fiber connection will be used for the Servers that remain.

Some servers will need to be replaced this year. One is for backup (smaller than previous), and the virtual server.

Committee Reports:

No committees have met

Next meeting July 8 at MVLS