

**MVLS/SALS Joint Automation Project
Joint Automation Council Meeting January 8, 2020, 9:30 am
Southern Adirondack Library System**

Minutes

Present: Sara Dallas, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Kathy Naftaly, Mary Salluzzo, Eric Trahan, Erica Wing, and Russell Wise

Excused: Tim McDonough, Teresa Pavoldi

Council Chair Kathy Naftaly called the meeting to order at 9:31

Election of new officers Kathy Naftaly, Chair; Erica Wing, Vice-Chair, Motion: Devon Hodges; Second: Alex Gutelius. Ayes: All; Nays: None.

The minutes for November 20, 2019, JA Council meeting were approved as presented. Motion: Russ Wise; Second: Devon Hodges. Ayes: All; Nays: None.

Financial reports for Nov & Dec 2019 were reviewed and received for audit. Eric Trahan explained that the final balance was due to bills not being received by the end of December. Motion: Eric Trahan; Second: Russ Wise. Ayes: All; Nays: None.

Payment Warrants for Nov & Dec 2019 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hodges. Ayes: All; Nays: None.

Project Manager's Report

A change made this past weekend as part of the subdomain disengagement caused a problem with users logging on in two places at Clifton Park- Halfmoon, Crandall and Saratoga. JA staff is working to resolve this as soon as possible.

PC orders: We are still waiting for 8 All-in-Ones from the end of the 2019 group order. JA staff are working on configuring the other hardware. The next order will be announced in February.

Building projects: nothing to report

Polaris Hosted: There has been an issue with Saratoga Springs Public Library's circulation PCs locking up, and JA staff is suggesting changes to see if it rectifies the situation.

Clifton Park-Halfmoon Public Library intermittently slow receipt printers were corrected by updating the printer drivers.

The Polaris windows can flicker if a staff person is logged on two machines at the same time. This has been reported to III. Also reported to III is staff being able to see each other's printers.

It has been brought to JA's attention that some libraries need the ability to log multiple users on the same machine. JA is recommending libraries use LEAP for the additional staff logins. Jill Ryder will assist Burnt Hills and Raquette Lake staff on using LEAP.

If a staff person changes their password while logged into Polaris, they need to log off and back on, or Polaris will function strangely.

There was a slowdown with Polaris on January 2, 2020, that was most likely caused by someone running a large report. JA reminded users to schedule those for overnight

Windows 7 and Windows Server 2008 – will be End of Life on 1/14/2020. Multiple messages have been sent throughout the year advising libraries.

At some of the RFID sites, we had to segregate their networks further to isolate any hardware that could not be upgraded to Windows 10 (Bibliotheca's only upgrade path was buying new self-checks for example)

GLE RFID: JA staff met with the Crandall staff in December. Bibliotheca sent a demo self-check unit (that was damaged in shipping) to test functions such as multiple item checkout, detailed fine payment, store and forward etc. JA staff is assisting with this testing.

Spectrum decided to upgrade bandwidth at five SALS sites and one MVLS site for their complementary lines (Argyle, Corinth, Greenwich, Hudson Falls and Lake George) and St. Johnsville. JA staff has asked Spectrum to upgrade other sites, but at this time, JA has not heard back. JA is recommending purchasing static IPs for \$35 per month to avoid loss of service to Polaris if IPs change

Committee Reports

Finance: Finance Committee met on December 11, 2019. It was recommended that the formula stayed the same and that fees for 2021 will increase by 3%. Motion: Devon Hodges; Second: Eric Trahan. The MVLS and SALS Board will vote on this motion during the January systems board meetings.

Policy: No report.

PAC Steering: No report.

Operations: The trainers will poll the users regarding the Report Archive.

Old Business: none

New Business:

Michele Largeteau reported that Ex Libris purchased III. No changes are expected.

The meeting was adjourned at 10:04 am. Motion: Devon Hodges; Second: Mary Salluzzo. Ayes: all; Nays: None.

The next meeting of the JA Council will be March 11, 2020, at MVLS.