

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting September 12, 2018, 9:30 am
Southern Adirondack Library System
Minutes

Present: Karen Bradley, Sara Dallas, Alex Gutelius, Devon Hedges, Michele Largeteau, Tim McDonough, Kathy Naftaly, Mary Salluzzo, Russell Wise, Eric Trahan, and Erica Wing.

Excused: Kari Kakeh

Alex Gutelius called the meeting to order at 9:34 am.

The minutes for the July 11, 2018 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Karen Bradley. Ayes: All; Nays: None.

Financial statements for July and August 2018 were reviewed and received for audit. Motion: Tim McDonough; Second: Kathy Naftaly. Ayes: All; Nays: None.

Payment Warrants for July and August 2018 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Project Managers Report - Michele Largeteau reported:

PC orders: The mid-year PC group order was placed. Some PCs have arrived and are being configured and scheduled for delivery. There has been a delay in shipping for All-in-Ones. They will ship by September 14, 2018. A notice will be send out with notification of end of support for HP 800 G1 by the end of 2019. The next group order will be announced in October 2018.

Building projects: The Gloversville Public Library's temporary building is scheduled to close on October 15, 2018. The library will reopen on November 4, 2018. JA staff will visit the renovated building and do a walk through. The network equipment will be moved by JA staff. They will also install the new wireless APs, install the new PCs, move existing PCs and set up Cassie configuration. The JA staff will also coordinate the move with Spectrum.

The new desk has been installed at Fort Plain. The public PCs were moved and more public PCs were ordered. The next phase of construction will soon begin incorporating the children's area and staff offices.

Patron/statistical class project: Quipu eCard test site was setup. All of the functionality has been tested and working. An Operations meeting is scheduled for September 18, 2018 at MVLS to discuss any questions, design decisions (required fields, field order, style and layout) and procedures. The Mohawk Valley Library System and the Southern Adirondack Library System will pay for the initial setup of \$18,000. The JA budget will the pay annual subscription fee as follows: Year 1 & 2 \$3740; Year 3 \$4200; Year 4 & 5 \$5000.

OneDrive: Trainers have completed writing the documentation. JA staff are finalizing encryption options for trainers to support. The full rollout will begin, possibly by library, very soon. Chris Mundell is working with Clifton Park-Halfmoon Public Library and will be working to implement OneDrive with the Saratoga Springs Public Library and The Crandall Public Library (Glens Falls).

SCP RFID Command Center: JA staff has been working with Bibliotheca to develop a plan for switching SCP to the cloud based product.

Security Policy Application: The Security Policy required signatures will be rolled out library by library after libraries have full access to OneDrive. Each user will get an email saying they need to sign the policy and will have thirty days before their account expires. This email message will repeat every day. Users without email will be contacted by JA via phone. The Directors will get an online report 6 weeks before the user's account expires. It will be sent out once a week. Once the users sign, their expiration date will be set for one year.

A job will automatically look at expiration dates and set them up to re-sign next year.

Host vs local servers: The Polaris servers will be off of warranty in Sept 2019. Ill shared a retail pricing of \$122,000 per year for dedicated hosting. JA staff are pursuing other options to try to reduce the cost. Some considerations are shared vs dedicated servers (cost savings vs what will be lost) among other items. Other solutions include: Local servers costing \$75,000 with a five year warranty. These servers would be maintained in-house. Looking at Amazon cloud hosting or at the Information Technology Exchange Center. The advantages of hosting include: the elimination of overhead for upgrades, backups, network security, hardware failures among other things. There would also be fully redundant hardware. Areas that could provide savings include the firewall, back up servers, T1 lines.

Database pages: Novel has set up library pages for the libraries. JA needs to test and set up forwards for existing pages (some library PCs use the current novel page as their home page). Libraries will need to be notified to allow their staff to update their websites.

Committee Reports:

Finance Committee: The 2018 budget amendments: Increase the system state aid line by \$79,227. Reduce the SALS/MVLS cataloging fees by \$3,425.

Expense – increase Salaries by \$9,000, Benefits by \$1,921 decrease Novelist line to 0 and Zepheira line to 0. Increase Software Maintenance by \$21,740 for eCard.
The draft 2019 budget– see attached.

Approve the 2018 JA budget amendments and forward to the MVLS and SALS Boards of Trustees. Motion: Eric Trahan; Second Devon Hedges. Ayes: All; Nays None. Approve the JA 2019 budget and forward to the MVLS and SALS Boards of Trustees. Motion: Eric Trahan; Second Devon Hedges. Ayes: All; Nays None.

Policy Committee: Eric Trahan will work with the JA attorney to determine the legal age to sign the Security Policy. Once this is determined, libraries will be notified about the minimum age required to access and use Polaris.

PAC Steering Committee – No report

Operations Committee will meet on September 18, 2018 at MVLS. The meeting will begin at 9:30 am.

The meeting was adjourned at 10:28 am. Motion: Devon Hedges; Second: Russ Wise. Ayes: all; Nays: none.

The next meeting of the JA Council will be November 14, 2018 at MVLS.