Joint Automation Council
MVLS/SALS Joint Automation Project
July 8, 2020
9:30 am
Via GoToMeeting

Present: Sara Dallas, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Kathy Naftaly, Teresa Pavoldi, Mary Salluzzo, Eric Trahan, Erica Wing, and Russell Wise
Guests: Courtney Keir and Kim Zimmer.

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

The minutes for May 13, 2020, JA Council meeting were approved as presented.
Motion: Mary Salluzzo; second: Russ Wise. Ayes: All; Nays: None.

Financial statements for May & June 2020 were reviewed and received for audit.
Motion: Devon Hedges; Second: Russ Wise. Ayes: All; Nays: None.

Payment Warrants for May and June 2020 were reviewed and received for audit.
Motion: Eric Trahan; Second: Devon Hodges. Ayes: All; Nays: None.

Project Manager's Report

Re-Opening Committee: The Reopening Committee is meeting less often. The next meeting is scheduled for July 27, 2020. Many libraries have begun curbside services. A few libraries, Clifton Park- Halfmoon and some of the smaller libraries are allowing patrons to come in for a brief visit. Northville is allowing all services, except programing. Some libraries are allowing brief visits.

Cassie settings/options: Librarica (the company that makes Cassie) sent out settings to consider for reopening. Jason tested some features and sent out information for Cassie libraries to consider for reducing patron contact when they begin to have patrons using computers in the library. One highlight includes a web reservation module (WRM). WRM will allow people to reserve a computer from a website.

Rotterdam self-check: JA staff worked with Schenectady staff to add a new Spectrum 200x20 line with static IPs required for the self-check. The Schenectady staff moved a self-check from Main to Rotterdam. Jason assisted in getting it set up and working.

Canajoharie Meraki upgrade: Chris worked with Canajoharie staff to upgrade their wireless to Meraki. He also worked to reconfigure the network to properly segregate

their POS system from their wireless, cameras, etc. The only two remaining libraries without Meraki are St Johnsville and Fonda. Northville is upgrading Spectrum bandwidth to 200x20.

PC orders: It is taking a very long time to get the hardware due to COVID. JA staff are testing the images and will start contacting libraries about delivery once all of the work is completed. JA staff has been advised that supply chains are limited, and prices are higher. The plan is to hold off on a new order until the situation improves, hopefully in the fall. This information was shared with the member libraries.

Hadley Luzerne Public Library: The library has been re-chartered as a school district public library with the new name, Rockwell Falls Public Library. Polaris and eCard have been updated accordingly. The code will remain LUZ.

Upgraded internet connection at SALS for JA service: After a few tries, the cutover to FirstLight Fiber was completed on 6/29.   Everything is working as expected. The bandwidth went from 25M fiber to 100M fiber. There is now a second connection for staff devices. There was no increase in costs, but the bandwidth is higher, which is needed for increased cloud services.

Backup Appliance: The current backup server is at the end of the warranty, and it was decided to replace it with a Barracuda Backup Appliance instead of a Windows server. We have thirty days to evaluate the appliance. The current setup uses a Windows Server, stores one copy onsite on the server, then we push those to tape, and a JA staff person drives the tapes to the Saratoga Springs Public Library for offsite storage. A JA staff person needs to go to SALS on holidays to change tapes. Diane R went daily to SALS to change tapes when the SALS building was physically closed for COVID. There will be onsite backups to the appliance and then push backups to the cloud for offsite. Switching will eliminate the need for JA staff to take tapes to the Saratoga Springs Public Library daily, to go into SALS on holidays and eliminate the need to replace the tape drive. The five-year maintenance includes free hardware replacement after five years. The cloud storage contract is five years, and the five-year cost is $10,000 (which was paid upfront) vs. the estimated cost of $15,000 to replace servers and tapes drives every five years.

Acquisitions Year-End processing: This has been completed for libraries with fiscal years ending May 30 and June 30.

Committee Reports
Finance: No report. Eric reported that a budget will need to be drafted in September. There will be a 3% increase in fees.
Policy: No report.
PAC Steering: No report.

Operations: No report.

Old Business: none

New Business: Barracuda spam filter has been replaced.

The meeting was adjourned at 9:48 am. Motion: Tim McDonough; Second: Devon Hodges. Ayes: all; Nays: None.

The next meeting of the JA Council will be September 9, 2020 either at SALS or GoToMeeting.