Joint Automation Council
MVLS/SALS Joint Automation Project
September 9, 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: Sharon O'Brien and Kim Zimmer.

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

The minutes for July 8, 2020, JA Council meeting were approved as presented. Motion: Devon Hedges; second: Russ Wise. Ayes: All; Nays: None.

Financial statements for July & August 2020 were reviewed and received for audit. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Payment Warrants for July & August 2020 were reviewed and received for audit. Motion: Russ Wise; Second: Tim McDonough. Ayes: All; Nays: None.

Project Manager's Report
PC orders: All laptops from the previous order were delivered. All staff devices have been configured. The JA staff is sending them out to libraries with instructions and will help member library staff set them up remotely. For libraries that ordered staff and public devices, they will be sent out together.

JA staff are just finishing up testing the new public and Cassie images and will send them soon. It is hoped to do as many remotely as possible to minimize sending Mary Hanley out to the libraries.

Chris Mundell is working with our supplier to get pricing for the next group order.

JA has announced the PC support dates (G2's until 6/30/2021 and G3's until 12/31/2021).

The Barracuda Backup testing was completed, and the staff is happy with this solution. Backing up to tape and storing offsite at Saratoga Springs Public Libraries is no longer needed.

JA staff have been working with the Crandall Public Library in planning for the replacement of their RFID hardware and software. Jason Thomson worked with the Bibliotheca staff to test the software. A meeting was scheduled with Bibliotheca and

Crandall staff to discuss problems. As a result, Bibliotheca has agreed to support their older software (which works better) and work on upgrades to their newer solution. Kathy Naftaly reported that they have signed the contract and expect a late fall installation.

JA staff and system trainers have met to discuss the Reports Archive and ways to reduce the number of reports that are saved. Over 2,100 reports are added per month. Reports in multiple formats will no longer be saved, and all reports will be evaluated to see which are being used.

Diane Robinson is retiring after a 26-year career. Her last day is 10/30/2020. She will be greatly missed, and it will be a big adjustment, not having her on staff.

Her duties will be reassigned to other staff as follows:

Jason will become the primary staff person responsible for Polaris Hosted ILS, RFID consulting, and SysAid upgrades/maintenance. He will be the backup for Networks, Wireless, Security, Server Management, JA Committees, and SysAid Configuration.

Dave MacFarland will become the primary staff person responsible for Group Orders and backup for Networks, Wireless, Security Monitoring, email SPAM appliance, Server Management (Active Directory and Backups), Web/blog Hosting, JA Intranet, and SysAid.

Chris Mundell will become the primary staff person responsible for Security Monitoring, Firewall, and PCI Compliance advisory.

It may be necessary to hire an entry-level person to answer member library calls.

The system trainers may need to help JA staff identify library needs.

Chris has installed Wi-Fi extenders at Greenwich, Easton, and Long Lake libraries to improve Wi-Fi in parking lots. The Crandall library will be installing an external Meraki Wi-Fi for the park.

Four libraries have chosen to go fine free – Inlet, Saratoga, Stillwater, and Fonda.

MVLS/SALS has a new III temporary site manager, Anna Chovanec.

Polaris printers disappeared twice. A Microsoft OS patch was applied last week, and it is hoped it will fix the problem.

There were two instances of SPAM email going to all users (probably initiated by clicking on a bad site). Unfortunately, other staff clicked on the link in the message and

provided password information. In both cases, JA staff worked to block the email as soon as it was discovered and worked with library staff to change passwords. Staff will be reminded never to click links and not to share passwords.

Finance Committee: A 2021 draft budget was shared and discussed. Eric Trahan explained that there would be a surplus due to Diane's retirement and savings in telecommunications and hosted services. For 2021, there will be no increase in fees. There is a cushion to help meet income targets. The draft budget needs to be sent to the MVLS and SALS Boards of Trustees.   Send the 2021 draft JA budget to the MVLS and SALS Boards of Trustees. Motion: Eric Trahan, Second Tim McDonough. Ayes all, nays none.

Policy Committee – no report.

PAC Steering Committee – no report.

Operations Committee met on September 2, 2020, to discuss patron self-registration. The JA staff and system trainers developed the initial specifications and discussed patron self-registration specifications for patron self-registration via Quipu. There was a question regarding the COPPA and decided upon allowing children to self-register at age 13.

The webpage for self-registration can be linked from the PAC or library websites. Patrons enter the necessary information (name, address, etc. – email and birthdate will be required) and must be 13 due to COPPA.

Quipu will determine demographic fields like our eCard registration page does now. If Quipu cannot generate the demographic fields, people will receive a message that directs them to the library.

If they can get demographic information that can be retrieved, people will get a temporary barcode, and as a result, people can place requests, use Overdrive, etc.

An email will be generated instructing people to go to the library to complete the registration to get full privileges. The specifications were sent to Quipu for a quote and a test site.

Inactive borrowers of seven years or older will be deleted. Motion: Sara Dallas, Seconded Devon Hodges. Ayes: All, nays: none.

Old Business: none

New Business: The new meeting date will be November 12, 2020, either at SALS or through GoToMeeting.

The meeting was adjourned at 10:07 am. Motion: Tim McDonough; Second: Devon Hodges. Ayes: all; Nays: None.