

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting January 10, 2018, 9:30 am
Southern Adirondack Library System
Minutes

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

Excused: Tim McDonough

Guest:Carolynn Dufft

Council Chair Karen Bradley called the meeting to order at 9:30 am.

Approve Alex Gutelius, Chair and Devon Hedges, Vice Chair of JA Council for 2018. Motion: Sara Dallas; Second Russ Wise. Ayes: All; Nays: None.

The minutes for the November 8, 2017 JA Council meeting were approved as presented. Motion: Sara Dallas; Second: Kathy Naftaly. Ayes: All; Nays: None.

Financial reports for November and December 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Russell Wise. Ayes: All; Nays: None.

Payment Warrants for November and December 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: All mid-year PCs have been delivered except Gloversville who chose end of January 2018. New images for the machines were needed. JA staff is currently working on end of year orders. They are configuring the machines and scheduling delivery to the libraries. The next order will be announced in February. JA is working with a new vendor for the machines - Whalley Computer Associates, Inc.; One Whalley Way, Southwick, Massachusetts 01077. Windows 10 PCs were added to the SCP Cassie configuration. JA staff helped SCP staff with upgrading staff PCs to Windows 10.

Building Projects: JA staff is working with Fort Plain and phase 2 of their construction project. A new circulation desk is being built and it is expected to be installed in May 2018. The wiring project will occur after the desk is in place. The Phase 3 project, which includes staff offices, will be next. Adirondack Cable will re-quote the rest of the job since the original quotes are dated.

Gloversville is targeting Fall 2018 for installation of PCs.

JA staff working with SCP and their engineers to plan for new Mont Pleasant building, work includes network, data drop locations, Cassie and other projects.

Crandall Outreach Project: The outreach project, Borrow by Mail is anticipating a February start

date. JA staff will meet with Crandall staff in mid-January.

Clifton Park-Halfmoon Credit Cards: This project went live on January 3, 2018 via staff stations.

Patron Address/Statistical Class Project: Quipu is working on the shape files for library service areas. Quipu did a webinar demo on December 8, 2017. Unfortunately there were some issues with accuracy, but Quipu and the Division of Library Development are working together to determine the problem.

On January 1, 2018, Polaris was modified to create the new patron fields for tracking Chartered Service Area, School District and Town/City. The trainers sent out a document to help clarify. There is still confusion among some front line staff in the member libraries. Reports are being developed that will use the new fields.

A new webinar will be scheduled when Quipu and DLD resolve the mapping issues.

Committee Reports

Finance: The new fee structure is now in place. The revenue needed in 2018 will be \$681,071. The JA fees for the member libraries is based upon the snapshot of holdings and circulation taken from the POLARIS database at the end of day, December 31, 2017.

The revenue needed in 2019 is \$704,980. The snapshot of holdings and circulation is the POLARIS database at the end of the day, December 31, 2017. Libraries may anticipate a 3.5% increase in their JA fees from 2018 to 2019.

Approve a 3.5% increase in JA fees in 2018.

Motion: Eric Trahan; Second: Russ Wise. Ayes: All; Nays: None.

Policy: No report

PAC Steering: No report.

Operations: No report.

New Business: none

New Business: none

The meeting was adjourned at 10:10 am. Motion: Devon Hedges; Second: Karen Bradley. Ayes: all; Nays: none.

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