

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting July 10, 2019, 9:30 am**  
**Mohawk Valley Library System**  
**Minutes**

**Present:** Karen Bradley, Sara Dallas, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Kathy Naftaly, Eric Trahan, and Erica Wing.

**Excused:** Alex Gutelius, Mary Salluzzo, Russell Wise

**Guest:** Tom Schlatter

Council Chair Devon Hedges called the meeting to order at 9:31

The minutes for the May 29, 2019 JA Council meeting were approved as presented. Motion: Tim McDonough; Second: Sara Dallas. Ayes: All; Nays: None.

Financial reports for May & June 2019 were reviewed and received for audit. Motion: Eric Trahan; Second: Karen Bradley. Ayes: All; Nays: None.

Payment Warrants for May & June 2019 were reviewed and received for audit. Motion: Kathy Naftaly; Second: Tim McDonough. Ayes: All; Nays: None.

### **Project Manager's Report**

PC Orders: Machines from the first order of 2019 have all arrived. A new image has been created and machines are getting configured. Michele suggested we do 2 orders in 2019 with the next in September.

Building Projects: Galway's new building is nearing completion. They are looking at a possible September 1 move. The Scotia branch is upgrading network equipment. Amsterdam is gearing up for a major construction project.

Office 365: SALS headquarters is moving to OneDrive; Saratoga and Glens Falls are working on moving to OneDrive.

Polaris Hosted - Subdomain reconfiguration: Clifton Park, Glens Falls and Saratoga are all working on changes to their networks needed for the move to hosted Polaris service. All will keep a local domain controller. JA will provide this initial domain controller, but those devices will become the responsibility of the library. The changes will be coordinated with the switch to hosted Polaris service, but it won't be necessary for the changes to happen simultaneously. Contract negotiations with ILL are ongoing with the goal of an October 30 cutover to hosted servers.

Polaris 6.3 Upgrade: The upgrade from Polaris 6.0 to 6.3 is scheduled for the evening of September 3-4. RBdigital econtent will be supported. PAC security is improved and an offline Leap product is included.

Quipu PITS Demonstration: Schenectady and Glens Falls are trying a demo of Quipu's Patron Incident Tracking System.

## **Committee Reports**

Finance: Budget Amendment: Because of late billing of some costs included in the 2018 budget, and having to extend warranties related to going to hosted service, to maintain a balanced JA budget we need to transfer \$4,400 from Software Maintenance to Hardware Maintenance. Motion: Eric Trahan; Second: Sara Dallas. Ayes: all; Nays: none. The budget amendment will be forwarded to the SALS and MVLS boards for approval.

Policy: Security Policy encryption was discussed. The trainers will develop guidelines for when patron data needs to be encrypted.

PAC Steering: No report.

Operations: No report. A meeting will be scheduled before the September Polaris upgrade.

## **Old Business**

Fee Structure Discussion: Council reviewed and discussed the data presented at the May meeting. Discussion centered on how to measure the value of JA services and better define the services that are provided through member fees. These questions will be rolled into the development of new system plans of service that will be developed over the next two years. Changes to how telecommunications costs are paid was also discussed. At Tom Schlatter's suggestion, we will review the annual library agreement to make sure the services listed remain valid.

Polaris contract renewal: We continue to make slow progress toward a new agreement.

## **New Business**

The meeting was adjourned at 10:20. Motion: Tim McDonough; Second: Eric Trahan . Ayes: all; Nays: none.

The next meeting of the JA Council will be September 11, 2019 at SALS  
The November meeting will be changed to November 20 to avoid the NYLA conference.