Present: Beth DeMidio, Christine Connell, Sara Dallas, Guin Forshey (virtual), Alex Gutelius, Kari Kakeh (virtual), Michele Largeteau, Tim McDonough, Terry Pavoldi , Eric Trahan, and Erica Wing.

Excused: Haileab Samuel

Guests: Jill Ryder, Jack Scott, Maria Cancro, Diane Empie, Kristel Guimera, Evan Fronk, Nathan Feist, Nicole Hemsley, Bev Osborne, Charity Thorne, Valerie Acklin, Trevor Oakley, Kim Zimmer, Kathy Naftaly, Jenn Richard, Sharon O'Brien, Chris Mundell, JIB.

Council Chair Alex Gutelius called the meeting to order at 9:30 am.

Tim McDonough moved, and Eric Trahan seconded the approval of the minutes for the March 13, 2024, JA Council meeting. The motion passed.

Eric Trahan reviewed the March and April financial statements. Eric reported nothing out of the ordinary. The high percentage lines reflect how III bills JA. Eric Trahan moved, and Christine Connell seconded a motion to receive for audit. The motion passed.

Payment Warrants for March and April were reviewed and received for audit. Eric Trahan moved, and Sara Dallas seconded. The motion passed.

Project Managers Report

PC orders: The first group order has been announced – the due date is 5/13. All-in-ones and SFFs both have 5-year warranties, and laptops can be purchased with 3- or 5-year warranties.

Computer Room AC issues: The humidifier assembly was replaced, costing $4,122.90. Shortly after the repair, the unit froze up, caused by the settings needing adjustments. TBS has recommended replacing the unit in the next year or two (2025 or 2026).

Polaris upgrade: The upgrade from version 7.3 to (7.4 and) 7.5 was completed overnight on 4/16 and available first thing in the morning on 4/17. Jason Thomson did a fantastic job, working with the trainers, preparing for, and completing the upgrade along with the customizations. Post-upgrade issues were resolved and completed.

Cyber security insurance renewal: SALS/JA's cyber insurance policy was renewed for 2024 with a slight increase from last year. JA staff have been asked to provide information and attend the Argyle and Bolton Board meetings to answer questions. JA staff have answered questions or helped with applications for MVLS and Cobleskill.

JA staff change: Jesse Jensen will be leaving JA as of this Friday. He was offered a new position with III. This position will not be filled now.

Broadband Challenge NY: Chris Mundell investigated this program. The ConnectALL Deployment program will fund last-mile infrastructure and/or communications equipment to unserved and underserved locations. Unserved – no access to broadband or less than 25Mbps for downloads, less than 3Mbps for upload, and underserved is less than 100Mbps down or 20Mbps up. None of the libraries in MVLS or SALS qualify as unserved or underserved, as they all have greater bandwidth.

Eleven SALS and three MVLS libraries still use free Spectrum lines.

Library projects: Crandall had questions while planning to replace a domain controller. Chris has been providing support as needed.

Schenectady RFID, JA staff helped install additional self-checks at two branches. Two additional branches will be done next week. New credit card readers are being installed. Other work is either being done or scheduled in branches. The rest of the Schenectady branch Spectrum updates have been completed.

All generic logins are now gone. The Greenwich and Northville libraries have completed switching volunteers to individual logins for Polaris and email.

The JA Blast newsletter was sent out in April. The subject was the Barracuda SPAM filter. The newsletter included information about the daily messages and how to add senders to your allowed or blocked lists.

Committee Reports:

Finance Committee:- no report

Policy Committee: The Policy Committee is making recommendations to update some policies to clarify the policy language, update technology terms, or reflect current practice. Proposed changes relate to User Account Policy, Wireless Network Policy, Security Policy, Security Description, and JA Security Policy Addendum.

The draft policy changes were shared with the JA Policy Committee. After the JA Council approves the revisions, they will be shared with the boards of MVLS and SALS

for approval. After reviewing the language and suggested revisions, the JA Council approved each policy.

User Account Policy: Eric Trahan moved, and Tim McDonough seconded to approve the revised language to the User Account Policy. The motion passed.

    Text was added to support the policy of requiring JA email and not allowing blanket forwarding of email. This practice has been in place since February 2023, and it was announced to users who used this in January 2023 before disabling it.

Wireless Network Policy: Tim McDonough moved, Eric Trahan seconded revisions to the Wireless Network Policy. The motion passed.

    Change to reflect updated wireless network use with newer wireless hardware.

Security Policy: Eric Trahan moved, Sara Dallas seconded to approve the revised language in the Security Policy. The motion passed.

        Pg 5 – changes to reflect changes in our network and services (Microsoft 365)

        Pg 16 – added shared devices for not saving passwords

        Pg 22 – updated to reflect that we allow use of the Outlook app on portable devices

        Pg 23, 25 - change to reference the correct policy name

        Pg 25 – add a reference to the Security Description as an addendum

        Pg 27 – added text prohibiting blind forwarding of email (practice in place since February 2023)

        Pg 28 – added MVLS system staff and changed to a more generic term for security scanning

        Pg 30 – we do not have this ability, so it was removed (private remote connections)

        Pg 31 – changed to a more generic term for security scanning

        Pg 32 & 39 – update to reflect change in networks – credit card payments no longer on any MVLS/SALS JA network

        Pg 33 - update to Confidential Patron Data Policy section 4.2.1 Storage, paragraph 2:

        Clarify text that encryption is required whenever possible when confidential data is stored and that any exceptions must be documented and approved by the Information Security Manager (Michele)

        Pg 34 – Added other places confidential library patron data should never be stored

        Pg 36 & 44 – removed reference to a policy we do not have

        Pg 37 – Added additional details about how a patron reference can be emailed without encryption

Security Description: Tim McDonough moved, Christine Connell seconded revising language in the Security Description. The motion passed.

Updated to reflect that we allow the use of Outlook on PCs and the Outlook app on portable devices
Added addendum
Clarify that wireless access should not be allowed to public wired networks.
Clarified requirement for network drop audits
Clarified requirements for erasing hard drives for disposal

JA Security Policy Addendum: Eric Trahan moved, and Tim McDonough seconded a motion to clarify language in the JA Security Policy Addendum. Motion passed.
Clarified requirements for data encryption – previous wording was vague and misleading

Operations Committee: One email discussion was about a new setting for the Polaris 7.5 upgrade: Inactivity timeout for LEAP. This setting would log a person off of LEAP after a period of inactivity. JA staff and trainers suggested 30 or 60 minutes. Unfortunately, this setting is system-wide, so it's hard to find a value that is best for everyone. The committee could not agree, so this feature was not implemented. This will be revisited in the future.

The emails did lead to a discussion about the difference between this committee and a user's group. It would be beneficial to form a user group.

Old Business: SCPL withdrawing from JA
Jill Ryder presented a Transition team report. The transition team met on April 22 at MVLS. In attendance were JA, SALS, MVLS, SCPL Library, and Schenectady County IT staff.

The goal of the meeting was to mutually identify considerations of SCPL's transition out of the JA Project, including possible milestones and deadlines. The group worked well to agree on what we could do, accommodate requests, and identify areas of further investigation and consideration to be discussed at future meetings.

Continued Use of Polaris ILS

- SCPL will continue to use Polaris under the terms of the current JA Agreement until their exit date.
- **Stopping reciprocal holds between SCPL and other libraries** – discussion about stopping reciprocal holds between SCPL and other libraries (SCPL patrons requesting items from other libraries for pickup at SCPL locations and vice versa.) JA recommended this happen sooner rather than later to allow items to make their way 'home' cleanly, permit the sending of appropriate overdues or bills from SCPL, and limit the number of items that may be returned to SCPL

locations after they exit that will not be able to be cleared from patron accounts at return. Once an item is checked out, with multiple renewals generally permitted, we need ample time to get to overdues/billing before SCPL exits and notices can no longer be generated. JA suggested a timeline to stop reciprocal holds on May 1 (based on the original exit date of Aug 27). SCPL believes this timeline is too early and wants to keep reciprocal holds active until closer to their exit date. Topic to be revisited.

- **Stopping holds for SCPL patrons**—There was a discussion about stopping holds for SCPL patrons that would be filled with SCPL items. JA suggests stopping them two weeks before the exit date. This is an agreeable timeline for SCPL and ensures that patrons who receive notice that a hold is ready will have the full promised time to pick up the hold before SCPL exits.
- **Patron self-registration**—JA proposed stopping Schenectady County residents from self-registering via the PAC 60 days prior to the exit date since temporary registrations are good for 60 days. This ensures that the confirmation messages patrons receive when registering are accurate. SCPL requested time to think about this timeline. The topic will be revisited.

Data Conversion

- **Review standard format—**Per the JA agreement, bibs, items, and patrons will be provided to SCPL. Charity inquired about potentially providing additional data (E.g., transaction history). Jason responded that this would need to be discussed. Charity will share a list of data elements Clarivate provided her that are typically considered in migrations.
- **Discuss dates for data conversions –** SCPL is working to formulate an agreement with UHLS, expecting to migrate to Sierra. There is no formal agreement yet, so the original timeline is pushed back approximately 2 months. Expect to have an agreement in May.
  - The original proposed date for the first data pull was ~June 1. The new proposed date for the first data pull ~ is Aug 1.
  - The original proposed migration date was Aug 27. New migration date ~Nov 4.
- **Network Replacement**
  - Chris provided an inventory list of all JA-owned network equipment. SCPL owns most of the equipment.
  - Proposed network cutover date during the week of Oct 28 (assuming Nov 4 exit)
  - Meraki hardware equipment is owned by SCPL, with the license paid through June 2026. Unless SCPL plans on replacing before that date,

Meraki ownership can be transferred to SCPL for management going forward.

- o SCPL plans to wipe and reimage every machine. JA says using Windows secure wipe before reimaging is sufficient. SCP IT agrees to this.

Equipment Placement and Replacement

- JA will pull equipment out the week of October 28; SCP IT can then bring it in. Chris Mundell from JA will be available to coordinate with SCP IT.
- SCPL will return equipment on the JA inventory list to MVLS, who will return it to JA.

Access to Research Databases

- Patron authentication against Polaris will remain until the cutover. SCP will need to inform their database vendors of IP changes.

SCPL website – JA currently hosts the SCPL website. SCPL is working on building a new website that should launch with a new host in the next 3 - 4 months and be completed before the exit date.

iPad lab – SCPL's iPad lab is managed by mvls.info email addresses. Dave MacFarland (JA) said there is a process to convert these and will share additional information with SCPL/IT.

Public server at Main—JA staff will investigate how to transfer licenses to SCPL for the public server at Main. This topic will be revisited.

Selfchecks – SCPL selfchecks are set up to use an SSH tunnel to Polaris. Does that need to be removed at cutover? JA will investigate how to handle this and report back on these issues.

Delivery – Charity inquired about delivery going forward. Sharon answered this is something that needs to be discussed with Eric and we don't have an answer today.

Next meeting date – Discussed meetings going forward, now that migration dates are pushed out. Charity Thorne will keep all informed on the status of the agreement with UHLS, and we can set next meeting dates based on that.

A question was asked: is there an agreement? The UHLS board is meeting tonight to discuss.

There are questions about library card ownership. A document is in the works to address how it will work.

Dates are still unknown, but a document regarding patron cards will be shared.

To respond to points raised in a letter from the NYS Librarian, Lauren Moore, The JA Council wants to form Ad Hoc Committees to address some issues.

On January 25, 2024, MVLS and JA met with Schenectady County Public Library Staff and officials to explore ways to work with the library and the county. This was in response to correspondence received in November 2023. SALS, MVLS, and JA received a letter, dated March 8, 2024 terminating Schenectady's participation in JA.

Ad Hoc Committees aim to address issues that have come up and need to be explored and answered. Robust ad hoc committees will be formed, comprised of people representing urban, suburban, and rural locations, varied sizes and budgets, and expertise.

How should we approach JA? Through the JA Chair or system directors. The chair of the MVLS/SALS agreement has the power to appoint; the consortium approach should be fair to all the libraries—more than the system. Bring agenda items to Alex Gutelius.

A motion was made to designate an ad hoc committee to explore a model for third-party IT to manage and support the network and PCs that access JA services. Moved by Eric Trahan, seconded Sara Dallas. The motion carried.

A motion was made to designate an ad hoc committee to explore policy adjustments to ILS features as listed by SCPL. Moved by Sara Dallas, second Eric Trahan, motion passed.

A motion was made to review Policy Committee representatives and task the committee with reviewing all policies and identifying the need for revisions, and adding additional members. Moved by Tim McDonough, second Sara Dallas, the motion passed.

A motion was made designating an ad hoc committee to explore, if it is necessary, establishing a rate to provide ILS access to SCPL after September 4 to ensure ongoing transition activity does not economically impact SALS and MVLS members. Moved by Sara Dallas, second Tim McDonough. Motion passed.

A motion was made to designate an ad hoc committee to explore what the approach to ending reciprocal holds should be. Moved by Eric Trahan, second Sara Dallas. The motion carried.

These Ad Hoc Committees will make recommendations that will be presented to the JA Council and then to the MVLS and SALS Boards.

New Business
Schedule a special meeting of JA on June 12, 2024, at 9:30 am at SALS to keep lines of communication open;

Kari Kakeh spoke about the AI Challenge Event, where one can learn about different AI tools. Please contact CDLC for more information and two hours of CE if you complete 10 challenges.

A motion was made to adjourn at 10:33 am. Moved by Eric Trahan, second Sara Dallas. The motion passed.

Respectfully submitted,

Sara Dallas

May 9, 2024