

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting May 10, 2023, 9:30 am
Meeting at MVLS
Minutes

Present: Christine Connell, Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Teresa Pavoldi, Haileab Samuel, Eric Trahan, and Erica Wing.

Excused: None

Guests: None in-person; several attended through Zoom.

Council Chair Devon Hedges called the meeting to order at 9:32.

The minutes for the January 11, 2023 JA Council meeting were approved. Motion: Tim McDonough; Second: Haileab Samuel. Ayes: All; Nays: None.

Financial reports for January through April 2023 were reviewed and received for audit. Motion: Guin Forshey; Second: Christine Connell. Ayes: All; Nays: None.

Payment Warrants for January through April, 2023 were reviewed and received for audit. Motion: Haileab Samuel; Second: Tim McDonough. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: 2022 orders are nearly all delivered, PCs from the initial 2023 order are starting to arrive and to be imaged and set up. JA plans to continue with 2 orders per year.

Phishing Training: The initial training run is complete. New users will automatically be assigned to training. Everyone will have annual phishing training. All users will also get quarterly training on other security issues; the next will be a 2-minute video on USB safety. Phishing tests are periodic. There has been great improvement in the testing results; the failure rate is down to 4.3%. Failure is an automatic trigger for assigning additional training.

Cyber Security Insurance: The JA portion of the new insurance will cost \$3,855.20 annually. Libraries are encouraged to get their own policies. JA can help with the applications.

Multi Factor: Libraries have received info on how to work with JA to set this up at their locations. A few libraries have implemented MFA.

MVLS VOIP: JA assisted with wiring and setup

Computer Room AC: There was a problem with the system, and the service provider recommends replacement within 2-4 years.

Additional News: JA is assisting SCPL with implementing RFID self-checks in all branches over the next 10 weeks. There will not be gates or sorters in every branch. JA is also setting up credit card payments in the PAC at SCPL locations.

JA is posting an opening for a new position, a Programmer/Analyst to assist Jason

A Core patron code has been developed to allow limited service to patrons who don't have an ID

Committee Reports

Finance: No Report

Policy: Michele and the JA staff developed a new User Account Policy. The new policy includes rules for how accounts are opened, used, and closed. The Council voted to approve the new policy, which will go to the 2 system boards for final approval. Motion: Tim McDonough; Second: Haileab Samuel. Ayes: All; Nays: None.

Operations: No Report. Alex Gutelius asked about more committee meetings; her staff found the meetings valuable.

Old Business

None.

New Business

None

The meeting was adjourned at 9:57. Motion: Alex Gutelius; Second: Sara Dallas. Ayes: all; Nays: none.

The next meeting of the JA Council will be July 12, 2023, at SALS.