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MVLS/SALS Joint Automation Project
Joint Automation Council Meeting July 12, 2023, 9:30 am
Meeting at SALS
Minutes

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Present: Christine Connell, Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Eric Trahan, and Erica Wing. Teresa Pavoldi attended online.
Excused: Haileab Samuel
Guests: None in-person; several attended through Zoom.

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

The minutes for the May 10, 2023 JA Council meeting were approved. Motion: Alex Gutelius; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for May and June, 2023 were reviewed and received for audit. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.
Payment Warrants for May and June, 2023 were reviewed and received for audit. Motion: Tim McDonough; Second: Alex Gutelius. Ayes: All; Nays: None.

Project Managers Report - Michele reported:
PC Orders: JA plans to continue with 2 orders per year. PCs from the initial 2023 order are all received and most are installed in libraries. The public machines that work with Cassie are still in-process. JA is getting quotes for the second 2023 group order.
SCPL Projects: JA has assisted Schenectady with a wired network solution for their VoIP phones. Work is ongoing in replacing most SCPL RFID equipment. Self-checks with credit cards will be installed in all branches. When wiring is complete all should be ready. SCPL will also replace the security gates and sorter at Central. In addition, SCPL is working with JA to give their patrons the ability to pay fees through the PAC via credit cards.
CPH RFID: JA is assisting in the development of a request for proposals. The project is expected to be implemented in 2024
Meraki Hardware at SALS Libraries: JA is assisting in the replacement of all 10-year-old hardware in SALS libraries.
Cyber insurance Template: A template has been developed to assist member libraries with cyber insurance applications.
Programmer Analyst Position: JA received 41 applications for the new position. Interviews are ongoing.
New Virtual Server: JA maintains 2 servers onsite. One was replaced last year; the second will be replaced this year.
PULISDO Conference: Chris & Dave will be attending the PULISDO conference in Buffalo from August 2-4.
Additional News: In the latest phishing testing, users had a 3.9% failure rate; down from 17.2% at the initial test. The required security training is having the desired effect.

Committee Reports

Finance: Eric presented the following 2023 budget amendments:

 Cyber insurance was not included in the 2023 JA budget

  Increase Insurance by $3,855

  Decrease Professional Fees by $3,855

 The generator required unforeseen repairs

  Increase Generator Maintenance by $1,766

  Decrease Professional Fees by $1,766

 The bank security fees were not included in the approved budget

  Increase Bank Fees by $1,028

  Decrease Telephone by $1,028

The Council approved the budget amendments. Motion: Eric Trahan; Second: Sara Dallas. Ayes: All; Nays: None.

Policy: No Report.

Operations: No Report.

Old Business: None.

New Business: None

The meeting was adjourned at 9:48. Motion: Tim McDonough; Second: Alex Gutelius. Ayes: all; Nays: none.

The next meeting of the JA Council will be September 13, 2023, at MVLS.