

Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
November 29, 2005

Present: Carol Clingan, Theresa DaBiere-Craig, Sara Dallas, Becky Fasulo, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Jo Piracci, Eric Trahan

Guests: Jennifer Ferriss, Cynthia Hedger, Kathy Insero, Christine McDonald, Harry Dutcher, Tim McDonough, Don McMorris

Council Vice Chair Becky Fasulo called the meeting to order at 1:35 pm.

MOTION: To accept the minutes from the September 27, 2005 meeting.
Trahan/Jeffords. Passed.

Finances:

Financial statements from September and October 2005 were distributed. Carol reported the project continues to be in good shape. The expenditure line shows the absorption of migrating costs. Staff is working with Verizon to recoup \$19,000 in payments made due to the discrepancy of circuit shutdowns and progress has been made in identifying the circuits disconnected. Next step has been moving the account overcharges to the billing department of Verizon to have the account credited appropriately. This is different Verizon staff than those who assisted with the circuit cancellation problem. The attorney has been contacted and will draft a letter of complaint to state agencies.

MOTION: To accept the financial statements for September and October 2005 subject to an audit.
Dallas/Trahan. Passed.

2004 Audit:

Carol Clingan distributed the 2004 Audit; all is in order. The auditor recommended producing a disaster plan. Michele Largeteau will develop.

MOTION: To accept the auditors report for the 2004 audit.
DaBiere-Craig/Hunter. Passed.

Automation Project Report:

Michele Largeteau reported:

- **Polaris Clients**
 - RDP errors at GLE – solved and were a firewall issue. GLE is using the client and is happy with its performance.
 - Polaris client at SAR and CPH – It was decided that use of the client should be optional at these sites. The client requires more bandwidth than connecting via terminal services. Other than slightly simplified printing and easier local file saving, there is no real advantage. It is recommended that these sites use a mix of client and terminal server use.
 - Polaris client at SCP – This would require a new server to be purchased and configured, as well as changing the local PC configuration at SCP. In addition, if

SCP Central were to use the client, then staff that floats between Central and the other branches would have to adjust to different procedures at different sites. JA does not recommend using the Polaris client at SCP-Central at this time.

- Planned for January – Client for offline use at all other sites, including a method for providing offline files and upgrades to all sites. This will require site visits from JA staff to set up and configure.
- **Network Consulting**
 - Tony Peruzzi of SKO Consulting evaluated the network for one day, (cost \$1,000), mainly the Packeteer, T1 bandwidth and PIX firewall. He recommended changes to bring all network devices to current versions and clean up configurations.
 - Mr. Peruzzi quoted \$5,000 for 40 hours of implementation work on routers, firewall and Packeteer, including updating all documentation and network diagrams.
 - Mr. Peruzzi stated training in September provided Chris Mundell the knowledge to do an excellent job of fine-tuning the network via the Packeteer.
- **PC Orders**
 - The next PC order will be in December.
- **New Equipment Purchased**
 - Laptops for JA staff
 - Terminal Servers, as recommended by Polaris.
 - A third terminal server to provide redundancy if one server were to fail.
 - Large Snap Server to better manage the user profiles on the terminal servers and improve printing and offline processing.
 - 2 small Snap Servers for offsite storage of weekend transaction files, for better disaster recovery coverage.
- **New Exchange Email**
 - About half of the users have been converted from bluebird to Exchange.
- **Next Polaris Build**
 - At the end of October, Polaris announced that they have a new build that contains some fixes to Acquisitions, including a fix that will allow canceling PO's without having holds deleted. JA is waiting for a fix to the PAC Limit By function, which they had stated would be available a few weeks later.
 - Upon availability, it will be installed on trainer for a week for testing, before putting it on production. The PO fix is needed prior to end of year to allow sites using Acquisitions to roll funds for the new year.
 - It was discussed by member libraries present that Wednesday mornings would be the preferred time to apply new builds.
- **PAC**
 - Laura Dolan addressed recommendations made by the PAC Steering Committee. The changed PAC went into production on October 25, 2005.
 - The Council commended Laura for doing a great job.
- **Reports**
 - Polaris is working on the Annual Report. The initial version was discussed with a conference call and Polaris has returned to working it out on the trainer server. JA staff is currently writing reports to verify individual pieces of the report.
 - Notices changes have been completed, they include a new phone list format to assist libraries calling to notify their patrons of overdues, bills and hold requests.

- Patron data can be extracted for mailing lists. JA can produce an Excel file that can be used with Word to produce mailing labels.
- Outstanding reports are in works.
- Diane and Laura are creating documentation for users that will be incorporated in a database for the Intranet.
- Michele noted the custom report list is long and is being prioritized. She stated custom reports needed for budgetary purposes are a high priority.

Finance Committee:

2006 Budget

Eric Trahan reported the 2006 Budget did not address database purchases and copy cataloging costs. He stated Database purchases will be financed by the two systems each contributing \$10,000 and the two central libraries each contributing \$5,000. The JA Fund Balance will subsidize the remaining \$55,000. Eric presented the following:

MOTION: To increase the income line by \$30,000 and the expenditure line by \$85,000 to reflect the group database purchase.

MOTION: To add a line item for copy cataloging purchasing at \$4,000.

The above two motions were approved as one.

Trahan/Clingan. Passed.

2005 Budget Amendments

Carol Clingan reported the following amendments are needed to reallocate funds to cover overages in supplies and provide additional funds for equipment purchases.

MOTION: Move \$6,000 out of Professional Fees into Supplies – to cover amount overspent and future expenditures through December 31, 2005.

MOTION: Move \$2,000 from Professional Fees, \$4,500 from Hardware Maintenance, \$8,922 from Software Maintenance into the Equipment Line to cover purchase of laptops for JA staff and terminal server.

The above two motions were approved as one.

Trahan/Dallas. Passed.

The meeting went into Executive Session at 1:20 PM to discuss personnel issues.

The meeting resumed at 1:30 PM and the following was presented.

MOTION: To increase the 2006 Budget by \$11,000 allocating \$9,500 to the Salary line and \$1,500 to the Benefit line. This will provide for promoting Laura Dolan's position and increases in salary for JA staff.
Dallas/Jeffords. Passed.

Policy Committee:

Sara Dallas reported OCLC will be contracted for cataloging. Forthcoming are new guidelines for sharing bibliographic records to reflect contract with OCLC.

Planning Committee:

Users Group: Carol Clingan reported the Users Group met November 21, at the Clifton Park – Halfmoon Library. Report production was the main topic. The Polaris Users Group meetings are great information sharing sessions. Jo Piracci recommended that a permanent

chair or chairs be found to facilitate these meetings. Carol and Sara will ask representatives of Director's Council's of each system to co-chair and organize future meetings. Quarterly meetings were suggested.

PAC Steering: Laura Dolan did a wonderful job changing the PAC with recommendations made by the PAC Steering Committee. All issues are addressed.

Old Business:

System Acceptance Tests:

- Still outstanding
 - Annual report program
 - Patron material type loan table (who can borrow what where)
 - Profiles set differently
- Performance acceptance testing was done with Polaris representative Mark Harrington, Michele Largeau, and Chris Mundell at CPH, SCP-Central and Rotterdam Branch. This went very well.
- Software acceptance is not signed.

Cataloging Source:

It was recommended to contract with OCLC for a cataloging source.

MVLS and SALS review of Automation Agreement: A committee of representatives from both systems, including some council members, will review the agreement and make recommendations to system boards.

New Business:

2006 Meeting dates and locations:

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|-----------------|--------------|------|--------|
| Tuesday | January 31 | MVLS | 1:30PM |
| Thursday | March 30 | SALS | 1:30PM |
| Tuesday | May 23 | MVLS | 1:30PM |
| Tuesday | July 25 | SALS | 1:30PM |
| Tuesday | September 26 | MVLS | 1:30PM |
| Tuesday | November 28 | SALS | 1:30PM |

Reminder: Agendas and minutes are posted on the JA Intranet.

Sara Dallas noted a thank you to Barbara Germain for Chairing the Council for 2005.

Respectfully Submitted
Kathy Insero