Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
January 31, 2006

Present: Carol Clingan, Barbara Germain, Becky Fasulo, Mary Ann Hunter, Andy
                Kulmatiski, Michele Largeteau, Jo Piracci, Eric Trahan

Excused: Theresa DaBiere Craig, Sara Dallas, Bob Jeffords, Jean Sheviak

Guests: Jennifer Ferriss (recorder), Harry Dutcher, Tim McDonough, Don McMorris

Council Chair Barbara Germain called the meeting to order at 1:30 pm.

Carol Clingan, on behalf of Sara Dallas has asked Mary Ann Hunter to serve as Chair; Barbara
Germain as Vice-Chair for the Joint Automation Council for a 1-year term.   SALS has asked
Jennifer Ferriss to serve as recorder.

MOTION: To approved the slate of officers
                Clingan/Trahan Passed

MOTION: To accept the minutes from the November 29, 2005 meeting
                Trahan/Kulmatiski   Passed

Finances:
Financial statements from November and December 2005 were distributed. Carol reported the
project continues to be in good shape. Staff continues to work 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. The attorney has been contacted and will draft a letter of
complaint to state agencies.

MOTION: To accept the financial statements for November and December 2005 subject to
                an audit.
                 Trahan/Piracci.   Passed.

Automation Project Report:
Michele Largeteau reported:

   Polaris Build
      ▪ December 14, 2005 a new build of Polaris was implemented without any problems.
        This build is stable and fixed issues with the PAC, holds and acquisitions.
   PC Orders
      ▪ On January 2, 2006 a PC order of approximate 24 public PCs were purchased and
        on January 31, 2006 all of the PCs were on route or at the libraries.
   Year End
      ▪ Year end processes, including fiscal year roll over were completed without
        complications.
   Reports
      ▪ The New York State Annual report was made available on the JA Intranet January
        26, 2006. Libraries will need to make manual adjustments as necessary. Diane
        continues to work on the System annual report and documentation. As a result of

testing the annual report, Diane and Laura have released several reports for member libraries to use (additions to holdings, circulation by patron class)
- Staff continues to work on custom reports; Diane is creating a patron extract that will be useful for creating mailing labels and lists and Laura is creating a database that will contain all information relating to reports.

Network Consulting
- Tony Perruzi of SKO Consulting has evaluated the network and as a result has updated software, reconfigured the firewall and routers on the private network and has created a network diagram. Tony will be demonstrating software that will help manage event logs.

New Exchange Email
- All staff have been moved to the new Exchange email server. The benefit of the new email is that has a junk mail filter and is web based. 450 distribution lists sill need to be moved to the Exchange server before the Bluebird server can be turned off.

Upcoming
- Adding 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.

Finance Committee:
No report.

Policy Committee:
No report.

Planning Committee:
Users Group: Carol Clingan reported the Users Group will be meeting February 2, 2006 at SCPL.

PAC: Boolean searching has been re-implemented as a search strategy on the PAC.

Patron Reports: In DRA, libraries could not run their own patron reports. The question was posed: Should libraries be able to run their own reports? Should there be a policy regarding patron privacy?

> **MOTION:** To let the Policy committee come up with a policy regarding access to patron reports containing patron data.
> Fasulo/Piracci   Passed

Bringing Patrons Home: The JA staff has been asked to make bulk changes to patron records with certain zip codes and be "brought home" to their chartered library; it was decided that this should not occur. Discussion regarding who owns patrons and the pros and cons of reassigning patrons occurred. It was decided that the policy committee should come up with a policy regarding re-assigning patrons to a different assigned branch.

Self registered patrons: The JA Council decided that Self-Registration will no longer be an option available to member libraries. Self-registration was available from the PAC. JA staff will turn off this option for all libraries and send a note explaining the decision and how to clean up these patrons.

Old Business:

System Acceptance Tests:
Polaris delivered the annual report
Software acceptance was signed on December 14, 2005.

MVLS and SALS review of Automation Agreement: The committee of representatives has been selected. Jo Piracci, Sara Dallas, Bob Jeffords, Claudia Blackler, Carol Clingan, Theresa DaBiere Craig, Andy Kulmatiski and Barb Germain will review the agreement and make recommendations to system boards. The group will be meeting on February 9, 2006.

Formula for Databases: The JA Finance committee is looking at a method of including database charges into the JA fee structure. The JA Council determined that databases are a JA service and that a baseline list of additional databases outside of NOVEL would be available to all libraries through automation fees.

New Business:

RFID/Self Check out demo: On February 3, 2006 at SALS, Bill Schickling will present a demonstration on RFID and Express Check, which is Polaris' product for self-check. All are welcome

Wireless Networks: JA pays for the first connection to the network for all member libraries. Currently most library's first connection is free through Road Runner or Adelphia. This has been a cost savings for JA; but the question arises, would JA be willing to pay for a wireless connection if the library is currently getting free access through a cable company? This discussion will be re-examined at the next JA meeting.

Meeting time change: It was decided that the JA meetings will begin at 9:30 am beginning March 30, 2006. If necessary, the time will be adjusted to accommodate for Finance meetings before the full council meets.

2006 Meeting dates and locations:

Thursday	March 30	SALS	9:30AM
Tuesday	May 23	MVLS	9:30AM
Tuesday	July 25	SALS	9:30AM
Tuesday	September 26	MVLS	9:30AM
Tuesday	November 28	SALS	9:30AM

Respectfully Submitted,
Jennifer Ferriss