

MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
April 4, 2006

Present: Theresa DaBiere Craig, Sara Dallas, Bob Jeffords, Becky Fasulo, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Jo Piracci, Eric Trahan, Harold Wusterbarth (on behalf of Carol Clingan)

Excused: Carol Clingan, Barbara Germain, Jean Sheviak

Guests: Jennifer Ferriss (recorder), Harry Dutcher, Elaine Baker

Council Chair Mary Ann Hunter called the meeting to order at 9:30 am.

MOTION: To accept the minutes from the January 31, 2006 meeting
Hunter/Jeffords. Passed

Finances:

Financial statements from January and February 2006 were distributed. Harold reported the project continues to be in good shape. The fee schedule can be left alone for now, but planning for the next migration should occur soon.

MOTION: To accept the financial statements for January and February 2006 subject to an audit.
Hunter/Trahan. Passed

Automation Project Report:

Michele Largeteau reported:

Polaris Transition from Implementation to Customer Support

- In February the transition from implementation to customer support occurred. Chris Komar is our new Polaris Site Manager; he has been responsive to all of the I-Tracs (questions & enhancement requests)

Email

- The old email server is off. Staff continues to work on documentation and distribution lists.

Reports

- The New York State Annual report is complete, except for counting on-order items as additions to holdings. Diane has changed the code to count on-order items and Polaris has accepted her change. Polaris will integrate this code into any future upgrades. This is still being tested.
- Staff continues to work on custom reports. Once the patron and items extract reports are tested, the new titles report/dashboards for the PAC will be created.
- Michele asked if the reports used to verify the annual report were serving the need for monthly reports. The JAC might not be the correct group to answer the question; an email will be sent to the libraries to poll.

Offline

- SALS did not have power from Friday, February 17 to Sunday, February 19, 2006 in the morning. Many of the libraries did not have Offline circulation during this time period. Instructions on how to install the software were in the process of being developed when the outage occurred. During the outage, JA staff learned more about libraries' lack of understanding of how Offline works and they were able to add additional information to their instructions. Instructions have been announced to member libraries and are currently available for self-installation on the JA Intranet, although the JA Staff intends on visiting most sites to help with the process.

RFID and Express Check

- Bill Schickling and John Barr from Polaris came to SALS on February 3, 2006 to discuss their Express Check product and RFID. Diane Robinson spoke with vendors about RFID during the Public Library Association meeting in Boston. Currently there is no standard for RFID technology.

Inventory Manager

- Polaris has arranged a private webinar for MVLS/SALS to demonstrate their Inventory Manager product on April 7, 2006 at 10am.
- Michele would like to purchase 2 tablet PCs with hardware for a wireless connection and a Bluetooth® wireless scanner in conjunction with Polaris' Inventory Manager. This package would be available for member libraries to borrow for inventory and weeding.

PLA-Boston

- Four JA Staff went to PLA-Boston in March. They are all very grateful for the opportunity.

Finance Committee:

The finance committee has not met. Eric reports that there are 2 budget amendments.

1. The Telephone and Internet Service Provider Fee budget lines have been combined to one line for a total of \$118,180.00.
2. The final payment to Polaris was not in the 2006 budget. \$28,967.50 should be moved from the cash balance to the Contractual Migration Charges line.

MOTION: To accept the 2006 budget amendments.
Trahan/ DaBiere Craig. Passed.

Policy Committee:

- Sara passed out a draft of the Patron Confidentiality Policy. She began the discussion by stating that the Policy Committee had a great deal of difficulty with the development of the policy. She said that this document would serve as, an amendment to the current JA Policies and Procedures regarding the disclosure of library records. In summary, this policy asks Library Boards to sign an agreement that they are aware of the confidentiality policy of the JAC and that they understand the implications of extracting patron data. Discussion regarding how often this agreement should be signed, who should be responsible for requests for patron extracts (the System Directors or JAC), who should run the reports and the difference between solicitation and informational use of the extract were brought to the table. Sara recommended that everyone review the draft and email her with further comments.

- A request to reinstate the Joint Automation annual contract agreement between libraries and the council was discussed. Michele will provide the Policy Committee with the old contracts.
- Future policies were mentioned, including who is responsible for disclosing to patrons that their data that has been comprised, RFID, and revising the policy for multiple connections (see old business Wireless Networks)

Planning Committee:

Users Group: Michele reported the Users Group met February 2, 2006 at SCPL.

There will be a small library users group on May 11, 2006 at Northville. A future Users Group meeting date has not been decided, but the topic will be patron and item record data entry conventions.

Old Business:

Telecom Billing Disputes: Katherine McCary, ESQ sent a letter to the MCI collection agency. The outstanding billing disputes with Frontier, Verizon and MCI are being addressed.

Wireless Networks: JA has come up with a means of providing a secure public wireless network using one connection. This will be available for all Time Warner Cable customers but not available for Adelphia and DSL customers, due to differences in the services provided by these vendors. Adelphia and DSL customers will still need to pay for the second connection. The wireless policy will need to be revised.

MVLS and SALS review of Automation Agreement: Claudia Blackler, Carol Clingan, Theresa DaBiere Craig, Sara Dallas, Barbara Germain, Bob Jeffords, Andy Kulmatiski and Jo Piracci reviewed the agreement and made recommendations to system boards. Both boards approved the revised agreement.

MOTION: To accept the revised Automation Agreement
Trahan/Piracci. Passed.

Bringing Home a Patron: The policy committee still needs to address this issue.

New Business:

Prioritizing Custom Report Requests: Michele would like assistance in prioritizing custom report requests. It was suggested that the list be given to the trainers to re-identify what the library staff have requested, consolidate any duplications and remove any obsolete requests. The list should be brought to the JAC to discuss priorities. Another suggestion was to add custom report requests to the report database that Laura is working on and post this on the Intranet.

SALS Making Choices Grant/System Wide Databases: Sara spoke about the SALS LSTA grant to prioritize system services and reallocate all system resources. She wanted to make the group aware that discussion is taking place regarding using SALS system funds for future system-wide databases (FY 2007 and beyond).. SALS will contribute \$10,000 for the 2006-2007 system-wide database purchase. A decision needs to be made quickly (by May 1) regarding the current database contracts. A survey will be sent to site contacts that will help collect data to help make decisions. People present requested an online database meeting as quickly as possible to help meet the deadline.

Committee Meetings: Jo asked if JAC committee meetings were open to all library staff; the response was yes. She requested that meetings (email or scheduled) should be announced on the Intranet and via email so that interested staff members can participate in the discussion.

Council Membership Process: Jo asked how a seat was filled on the council. The process is a recommendation from each system's director's council to each board.

2006 Meeting dates and locations:

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