

Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
May 23, 2006

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

Guests: Anna Jane Abaray, Evelyn Butrico, Claudia Hayes, Cynthia Hedger, Tim McDonough, Don McMorris, Kathy Naftaly, Sharon O'Brien (recorder), Harold Wusterbarth

Council Chair Mary Ann Hunter called the meeting to order at 9:32 AM.

MOTION: To accept the minutes from the April 4, 2006 meeting.
Germain/Dallas. Passed.

Finances:

Harold Wusterbarth reported that it is very early in the year, and things are in good shape. There was discussion about the future cash balance to afford the next migration. There has been over \$21,000 in unanticipated income from e-rate and interest payments.

MOTION: To accept the financial statements for March and April 2006 subject to an audit.
Trahan/Piracci. Passed.

Automation Project Report:

Michele Largeteau reported:

- **JA Project Manager at MVLS two days per week**
 - Michele reported that she has begun working at the MVLS Service Center two days per week.
- **Polaris Inventory Manager**
 - BUR and SAR purchased Polaris Inventory Manager (PIM) software only; SCP, GLE and JA have purchased the software along with Tablet PCs. JA has two units that will eventually be available for loan to member libraries. Wireless routers will circulate along with the Tablet PCs so that libraries without wireless networks can use the equipment in their stacks.
 - Diane Robinson is currently working with the PIM software and training staff in its use. Several enhancement requests have been entered with Polaris as a result.
 - Consistency in item record data entry is essential for PIM software to work effectively. Issues with call numbers and shelf locations have come up during testing at SAR.
 - Tim McDonough asked about the loan period on the units owned by JA. Michele responded that they were not sure yet, but the loan period may vary based on collection size.
- **PUG Enhancements**

- Our top 24 enhancement requests were submitted to PUG on April 13. The list of submissions is posted on the Intranet. Voting on these enhancements will take place over the summer, and the top choices will be announced at the annual PUG meeting in October.
- **Reports**
 - The Patron Extract report is completed. JA staff and trainers will be able to run this report.
 - The Item Extract report is almost completed.
 - Laura Dolan is working on the report database, adding descriptions of each report.
 - Trainers worked to prioritize requests for new reports. It was suggested that trainers take requests for new reports from member libraries in the future.
 - The New Titles report is a priority. This affects dashboards in the PAC as well as printed lists of new titles. This is a difficult report because it needs to be branch specific, and based on inventory date, not item creation date. Polaris does not currently record an inventory date.
- **PC Order**
 - 31 PCs were ordered and have been received at SALS. Chris Mundell is working to configure them.
- **JA Site Visits**
 - Mary Hanley has been visiting member libraries. She is installing Polaris offline software, verifying network settings, providing offline training, etc.
- **Member Library Building Projects**
 - Approximately 8 member libraries are currently working on building projects. JA staff have recently visited COB and CPH. Barb Germain thanked Chris Mundell and JA for their assistance during JOH's recent climate control project.
- **RFID/Self Check**
 - There is renewed interest in these technologies. CPH and GLE are considering them for their new buildings. Diane Robinson is researching these topics. Vendor demos may be scheduled.
- **New Servers**
 - A new domain controller was installed. A new web server has been received, and will include blogging software at the request of SALS.

Finance Committee:

The Finance committee met immediately prior to this meeting. Eric Trahan reported that there will be no change in the fee structure for 2007. Work will begin now to change fees for 2008. It is expected that fees will increase for 2008. The committee will meet again prior to the July 25 JAC meeting.

Jo Piracci mentioned a recent notification regarding an FCC e-rate ruling. The FCC recently ruled in favor of applicants who made minor clerical errors on their e-rate applications. The FCC has ruled that the USAC was to release funds for all open applications and open appeals that were being investigated for this type of error. It is unclear whether this ruling could affect closed appeals, such as ours from PY4. SALS staff is investigating.

Carol Clingan reported on the status of telecom billing disputes. Verizon has been 'giving us the runaround' on closing circuits and processing claims. Last month the case was given to the Public Service Commission. There has been some progress, but no resolution.

Policy Committee:

There was discussion regarding the previously proposed Patron Confidentiality Policy concerning running patron extract reports. It was decided that the policy is not necessary if JA staff and trainers are the only staff allowed to run the patron extracts. This and the upcoming contracts with libraries will be sufficient.

The Policy Committee will be meeting immediately following the JAC.

MOTION: Joint Automation Staff and/or trainers will run all patron extracts, at the request of a library director, limited to data of their own library's patrons based on "Registered At" branch.
Clingan/Jeffords. Passed.

Mary Ann Hunter presented a letter from SAR library director Harry Dutcher. Dutcher requests that the draft JAC Library Agreement include provisions for costs and the status of patron data should a library decide to withdraw from the JA Project.

Planning Committee:

Carol Clingan reported that the Aurora Borealis group (a Polaris users' group for small libraries) met at NOR on May 11. About 20 people attended.

Old Business:

Databases:

Evelyn Butrico and Jessica Marcy surveyed SALS libraries and Michael Burnett surveyed MVLS libraries about database renewals for 2006-2007. Evelyn presented a chart of the survey results. She mentioned that many libraries do not have a sense of what the databases provide. Others are concerned that fees will increase to cover the costs of databases. Jean Sheviak asked if the survey results considered library demographics for use of the databases. They did not.

Carol Clingan asked if the Joint Automation Council did not renew all the current database subscriptions, would the systems and central libraries receive a proportionate refund for their contribution. The consensus of the group was that they would.

Much discussion followed about the varying levels of usage and support in different libraries.

MOTION: To renew the current slate of systemwide databases for 2006-2007, at a cost of \$83,035.
Trahan/Piracci.

Jeffords requested a roll call vote:

Fasulo – N
Clingan – N
Sheviak – Y
Trahan – Y
DaBiere-Craig – N
Kulmatiski – Y
Dallas – N
Jeffords – N
Germain - Y

Piracci – Y
Hunter – Y

Passed.

(NOTE: *Following the meeting, a review of the JA Agreement found that 7 votes are necessary for a motion to pass. This meant that the action was invalid and an emergency meeting to address database subscription renewals was scheduled.)*

New Business:

JA Staffing

Michele is working on a job description for an additional full-time JA staff member. Responsibilities would include programming, web development, technical writing, and working on PAC enhancements and the Intranet. It was suggested that JA consider a “temp to permanent” position as a possibility.

MOTION: To have Michele work with the Finance and Personnel committees to develop a job description and salary and begin the hiring process.
Dallas/Piracci. Passed.

Committee Composition

Carol Clingan reports that many of the same people are on all committees, and that libraries of different sizes need to be represented. Committee rosters are old and it is difficult to know who is actually on the standing committees. We also need to look at existing ad-hoc committees and determine which are necessary and what each is charged with. She suggested that committee membership follow the makeup of the Joint Automation Council. It was suggested that the organizational structure be examined, and term limits be added for all committees. Michele and Carol will work on this. A recommendation can be made at the July 25 meeting.

2006 Meeting dates and locations:

Tuesday	July 25	SALS	9:30AM
Tuesday	September 26	MVLS	9:30AM
Tuesday	November 28	SALS	9:30AM

The meeting was adjourned at 11:42 AM.

Respectfully Submitted
Sharon O'Brien