

**MVLS/SALS Joint Automation Council**  
Southern Adirondack Library System  
Minutes  
September 26, 2006

**Present:** Carol Clingan, Sara Dallas, Bob Jeffords, Becky Fasulo, Barbara Germain, Mary Ann Hunter, Michele Largeteau, Jean Sheviak, Eric Trahan, Harold Wusterbarth (on behalf of Anne Campbell)

**Excused:** Andy Kulmatiski, Jo Piracci

**Guests:** Jennifer Ferriss (recorder), Laura Fisher, Cynthia Hedger, Don McMorris, Kathy Naftaly

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

**MOTION:** To accept the minutes from the May 23, 2006 & May 31, 2006 meeting Clingan/Sheviak. Passed

**Finances:**

Financial statements from May, June, July and August 2006 were distributed. Carol reported the project continues to be in good shape. It was noted that the budgeted income is higher due to unexpected E-rate reimbursement and higher interest rates.

**MOTION:** To accept the financial statements for May, June, July and August 2006 subject to an audit.  
Trahan/Jeffords. Passed

**Automation Project Report:**

Michele Largeteau reported:

**Book Sense Lists on PAC Dashboards**

- Book Sense best seller lists for hardcover adult fiction and non fiction, as well as children's interests have been added as dashboards to the Polaris PAC. The lists can not be customized.

**Polaris Inventory Manager (PIM)**

- JA has two PIM kits to loan to member libraries. Currently the smaller unit is being repaired. Michele will be meeting with Carol and Sara after the meeting to discuss delivery issues. The equipment is not durable and is easily pilfered.

**Computer Troubleshooting Workshops**

- Mary Hanley and Chris Mundell held a computer troubleshooting workshop at the Sharon Springs Free Library for the MVLS member libraries. This training will be offered to SALS member libraries for two regional workshops.

**PC Reservation/CybraryN**

- Vendor demos were held at SALS for PC Reservation and CybraryN. Both of these products can authenticate library users, control printing and limit Internet time. The demo attendees thought CybraryN was the better product and the pricing was more attractive. If 25 buildings purchase CybraryN, the price drops from \$5000/building to \$1250/building. Michele is working on an email that explains the software and the optional features. The optional features, printer

control and authenticating users using the Polaris patron database, would require more hardware and thus increase the price of the installation.

### **NetLibrary**

- NetLibrary is Recorded Books® downloadable audio books product. Currently all of the MVLS libraries and Saratoga Springs and Clifton Park Public Libraries have a subscription.

### **Wireless**

- Chris Mundell reported to Michele that there have been approximately 10 new installations of wireless access over the past 6 months to a year.

### **Consult JA for Network Changes**

- Michele sent an email out to site-contacts on September 21, 2006 asking that libraries consult with the JA staff before making any network changes. Some libraries were unaware that they were making any changes. Some examples of additions or changes include: allowing patrons to plug in their own computers, installing a wireless router, sharing your staff passwords, etc. Libraries should not allow board members, patrons or others to add equipment to or alter the configuration of their local PCs or network without consulting JA staff. This includes downloading software. By making changes, you could be compromising the security of the Polaris system.

### **PC Orders**

- 52 PCs were ordered. Chris will be working on them as they arrive.

### **Building Projects**

- The JA Staff is working with several libraries during construction and renovation projects. Clifton Park-Halfmoon Library is expected to close at the end of November and move to the new building; The Community Library in Cobleskill and the Crandall Public Library will be moving into temporary buildings during their renovation projects.

### **Finance Committee:**

The Finance Committee met September 12, 2006 at MVLS.

### **Audit**

- Eric reported that the 2005 audit by Teal, Becker & Chiamonte is available. Bob Jeffords noted that the audit lacks detail (i.e. categories are lumped together.) Question was raised about the figure for Expenses Paid to Related Party (SALS) was derived because there was a discrepancy between the audited figure and SALS' numbers. Carol will go back to the auditor to gain clarifications and corrections before the audit is approved by the JAC.

### **2006 Budget Amendments**

- Increase the salary line by \$8000 for estimated increase in salaries incurred by hiring the Web Specialist
- Increase Equipment line by \$10,000 for additional equipment purchases
- Increase Syndetics Content by \$18,016.71 due to payment of two subscription years in 2006 (we were not billed in 2005)
- Reduce Telecommunications line by \$36,016.71 to cover increases in other budget lines.

**MOTION:** To accept the 2006 budget amendments.  
Finance Committee. Passed.

### **2007 Budget/Fees**

- This year there will be no increase in fees. The Finance Committee projects that there will be about a 5% increase in fees for 2008.
- Carol mentioned that the Salary line includes all 6 JA Staff members and that Syndetics Content was increased due to projected circulation increases. A line for Novelist has been added to the JA budget because it is integrated into the Polaris PAC.

**MOTION:** To accept the 2007 budget to be approved by both system boards.  
Finance Committee. Passed.

### **Telecom Billing Dispute**

- Carol Clingan reported on the status of telecom billing disputes. Carol has been working with the Public Service Commission. Progress has been made, but there are still issues that need to be worked out.

### **Policy Committee:**

- The revised [wireless network policy](#) is posted on the JA Intranet. The changes reflect the current protocol adding wireless for a library with a single connection.

**MOTION:** To adopt the revised wireless network policy.  
Clingan/Jeffords. Passed.

- Michele also mentioned that libraries that have Adelphia service can get wireless now. Time Warner has purchased Adelphia Cable.

### **Planning Committee:**

**Users Group:** Don McMorris reported that Diane Robinson demonstrated how to use Polaris Inventory Manager and the trainers discussed item and patron data conventions. Kellie Connor from Polaris was present, and answered questions.

The next SMUG meeting will be November 30, 2006 at Schenectady County Public Library. There will be a report on the national Polaris User's Group conference and Kellie Connor from Polaris will show some highlights from the Polaris' next release, 3.3.

**Ad Hoc Database Committee:** Jean Sheviak distributed the [proposal](#) created from the committee meeting held August 18, 2006 as a result of the open meeting held August 3, 2006 at Clifton Park-Halfmoon Library. The proposal outlines committee composition, deadlines and pricing.

**MOTION:** To endorse the Database Subscription Proposal.  
Jeffords/Clingan. Passed.

## **Old Business:**

### **Contracts**

- The contracts have been sent out to the member libraries and are due November 30<sup>th</sup>.

### **JA Staffing**

- Michele received 15 applications for the Web Specialist position. Over the next 2 weeks interviews will be conducted for 4 candidates.

### **Committee Composition**

- Carol noted that the committee lists are outdated. It is suggested that the committee composition be reviewed on an annual basis and new members should be encouraged to join. The committees in the JA bylaws are Executive, Policy, Finance and Planning.
- Michele recommends that the Implementation Team, a subcommittee of the Planning Committee be disbanded and re-established as an Operations Committee. This new sub-committee would deal with data issues, standards and procedural decisions. The sub-committee would meet regularly (possibly off-months of JAC)
- The Planning Committee should also continue to support the PAC Steering Committee and SMUG. Planning will still be composed of members, but will meet as needed.

**MOTION:** To approve the 3 subcommittees under the Planning Committee: Operations, the PAC Steering Committee and the SALS/MVLS User Group (SMUG) Germain/Sheviak. Passed.

- Carol thanked the trainers for all of their help during implementation and thereafter and looks forward to them working with the Operations sub-committee.
- Mary Ann suggested that committee/sub-committee descriptions should be available at the next SMUG meeting in November.
- At the January 2007 meeting the committee composition will be reviewed and appointments of new members will be made.

## **New Business:**

**Polaris Users Group in Syracuse:** Michele announced that the entire JA Staff will be attending the Polaris Users Group conference in Syracuse October 5-7, 2006. Computer support calls will be on an emergency basis. Michele will send out an email informing the membership.

The next meeting will be held **November 28, 2006 at 9:30 AM at MVLS.**

The meeting was adjourned at 10:33 AM.

Respectfully Submitted,  
Jennifer Ferriss