Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
November 28, 2006

Present: Anne Campbell, Carol Clingan, Sara Dallas, Barbara Germain, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Jean Sheviak, Eric Trahan

Excused: Becky Fasulo, Jo Piracci

Guests: Harry Dutcher, Kathy Insero, Kathy Naftaly

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

MOTION: To accept the minutes from the September 26, 2006 meeting.
                Germain/Jeffords.   Passed.

Finances:
Financial statements from September and October 2006 were distributed by email. Hard copies were available at the business meeting. Carol reported the project continues to be in great shape. The revenue line appears short by $59,749 but should exceed the budgeted amount by the end of the year. The expenditure line is less than a year ago and should show a surplus at the end of the year.

MOTION: To accept the financial statements for September and October 2006 subject to an audit.
                Trahan/Jeffords.   Passed.

Automation Project Report:
Michele Largeteau reported:

- **PUG – (Polaris Users Group)**
  - Polaris Annual Conference was held in Syracuse October 5-7, 2006. JA staff and 3 trainers attended. Michele thanked the Council for the opportunity to attend and noted it was a good opportunity to network.
  - There was no announcement of the 3.3 version release date, Michele is expecting a release in spring at the earliest.
  - There has been a big change to the PAC, mostly with serials. Quite a few JA requests were filled. There are a lot of good changes, including a new design for the PAC. Many of the changes were ones that our libraries have asked for.

- **Web Specialist**
  - Jason Thomson has been hired for the new position of Web Specialist. He is focusing on web development of the PAC and JA Intranet, documentation and Reports. Michele noted libraries should not expect Jason to be their webmaster. He will provide advice and support for individual libraries.

- **CybraryN Purchase**
  - 9 libraries were interested in the purchase of CybraryN. Because we did not get 25 libraries, the pricing has changed to be determined by circulation. We have asked

Polaris to do some custom programming to allow us to use NCIP (a secure protocol for communication) between CybraryN and Polaris. Using this protocol will eliminate the need for VPN hardware, saving libraries $600 per site. We are waiting for this programming and testing before implementing.

- o **NetLibrary**
  - MVLS and Saratoga County have purchased NetLibrary. (Saratoga County depends on their budget vote on Wednesday). January 1, 2007 is the starting date. Jason is working on the website for access. He is also working to change the PAC icons.

- o **New Polaris Build**
  - The 3.3 version is due in the spring. Another build of the 3.2 version is scheduled and includes fixes to acquisitions that are necessary for year end and the upgrade to SQL Server 2005.
  - An offline "firedrill" will take place on December 6 with libraries that are open.
  - Polaris will do the actual upgrade December 13. It should begin at 7:00 a.m. Libraries should expect 6-8 hours of downtime. Libraries will need to use offline during this time. The PAC will be unavailable.
  - Michele will approach Polaris for weekend upgrades. JA prefers to do upgrading on a Sunday but Polaris prefers the weekdays.
  - The trainer has been upgraded by JA staff.

- o **PC Orders**
  - There was a huge delay with delivery, probably with the manufacturer. 47 computers just arrived and Chris Mundell is doing the new image configuration.

- o **Building Projects**
  - Clifton Park-Halfmoon library closed November 27, and will reopen at its new location December 11. Chris Mundell and at least one other staff member have been at the new location to assist with networking. JA will be working with Crandall, Schenectady, and Cobleskill.

- o **Data Purging**
  - Polaris does not provide a way to bulk-wave fines. They suggest staff create record sets and purge manually. This is not an efficient way for JA to handle purging. Diane Robinson continues to work on end-of-year purging of fines and patrons.
  - Michele will approach Polaris to find a way to do this for a fee.
  - In addition, Michele recommended that we investigate the possibility of custom programming to allow us to "cleanse" patron data from old transactions so that we can better adhere to the JA Data Retention policy.

Finance Committee:
2005 Audit:
Bob Jeffords inquired about the absence of the December end of year statement, a $3,000 error, and SALS not being noted as a related party in the #3 notes. Carol Clingan addressed these questions with Teal, Becker & Chiaramonte, the firm that prepared the audit. They replied it was done as standard practice. In the future the end of year statement will be included and the monies paid by both systems to the project will be included. A letter from the auditors was distributed stating they had made an addition error, resulting in the $3,000 mistake.

MOTION: To accept the 2005 audit.
              Jeffords/Trahan.   Passed.

Telecom Disputes
Carol Clingan reported both Verizon and the Public Service Commission feels they are moving toward resolution of these disputes, but that this will take time.

Policy Committee:
- No report

Planning Committee:
- Carol Clingan stated committee appointments will be addressed in January so that we have current membership lists. She suggested that representation for JA committees follow the pattern of the council: 3 member libraries from each system, 1 from each system and appropriate JA staff.

PAC Steering Committee:
- Once membership is set up, we plan to set a January meeting.

Michele Largeteau will ask those interested in serving on a JA committee to sign up at the SALS/MVLS Users Group meeting November 30, 2006. Those names will be used by committee chairs to set the committees.

User's Group
The SALS/MVLS Users Group is meeting November 30, 2006. Polaris representative Kellie Conner will demonstrate the 3.3 version of Polaris

New Business:

2007 Meeting dates and locations:

Tuesday	January 23	SALS	9:30 AM
Tuesday	March 27	MVLS	9:30 AM
Tuesday	May 22	SALS	9:30 AM
Tuesday	July 24	MVLS	9:30 AM
Tuesday	September 25	SALS	9:30 AM
Tuesday	November 27	MVLS	9:30 AM

Reminder: Agendas and minutes are posted on the JA Intranet. Carol noted that the JA Agreement requires that the council meet at least six times per year.

Sara Dallas thanked Mary Ann Hunter for chairing the Council for 2006. Michele noted terms will expire for Mary Ann Hunter and Eric Trahan.   System directors will address appointments to the JA Council and nominations for Chair and Vice Chair for the January meeting.

Respectfully Submitted
Kathy Insero