

Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
January 23, 2007

Present: Anne Campbell, Carol Clingan, Sara Dallas, Bob Jeffords, Becky Fasulo, Barbara Germain, Mary Ann Hunter, Michele Largeteau, Andy Kulmatiski, Jo Piracci
Excused: Jean Sheviak, Eric Trahan
Guests: Jennifer Ferriss (recorder), Evelyn Butrico, Harry Dutcher, Laura Fisher, Sarah Hinman, Art Reinhart

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

MOTION: To accept the minutes from the November 28, 2006 meeting Clingan/Dallas. Passed

Carol Clingan nominated Andy Kulmatiski to serve as Chair; Sara Dallas nominated Jo Piracci as Vice-Chair for the Joint Automation Council for a 1-year term.

MOTION: To approve the slate of officers Clingan/Germain. Passed

Mary Ann Hunter and Eric Trahan have accepted another term on the council. They were both appointed by their respective system for a 3 year term.

Council Chair Andy Kulmatiski presided over the remainder of the meeting.

Finances:

Financial statements from November and December 2006 were distributed. Carol reported that income was up for 2006 and expenses were kept within the budget. Income was up because interest rates are up, additional un-budgeted e-rate income was received and circulation at libraries increased; especially for the MVLS member libraries.

MOTION: To accept the financial statements for November and December 2006 subject to an audit. Germain/Hunter. Passed

Automation Project Report:

Michele Largeteau reported:

Building Projects

- On December 11, 2006 Clifton Park-Halfmoon Public Library opened to the public. Cobleskill and Crandall will be moving into temporary buildings during their construction projects. Canajoharie is in the middle of a building program; Fort Plain and Schenectady-Central will also be involved with construction projects. The JA Staff continues to work with these libraries during the various stages of their projects.

Polaris Upgrade 12/13/2006

- The upgrade of the Polaris software and the database that integrates with the software was completed around 10 am on December 13th; the report server was available by 2pm. This was ahead of schedule due to Polaris starting the night before for an additional fee of \$250.00.

Laura Dolan, MSIS

- Laura Dolan graduated from the Department of Information Studies at SUNY Albany in December. Laura earned her Master of Science in Information Systems (MSIS.) Congratulations.

Acquisitions Year End

- The fiscal year rollover for Polaris acquisitions users whose fiscal year ended in December was completed. There are still outstanding issues with Polaris regarding consortiums and the rollover. An I-trac has been requested, with hopes that this will be resolved before the next rollover in May.

NYS Annual Reports

- The State made changes to what needs to be reported in the annual report. The JA Staff made changes to the Polaris report to reflect these changes. Items that had a circulation status of On-order at the end of 2005 still need to be manually added into the total holdings. There is a report that lets the member know what to add. The system reports are not ready at this time.

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. All of SALS libraries will have a subscription starting March 1, 2007. Jason has developed an authentication website and made modifications to the PAC to better accommodate NetLibrary records for the patrons. It was questioned whether Syndetics can work with the NetLibrary bibliographic records.

CybraryN status

- 9 libraries entered into a group purchase for CybraryN. Polaris and JA have come up with an alternative way to secure the connection between the 2 systems by using NCIP. Member libraries will no longer need to spend the additional money associated with the VPN (Virtual Private Network). JA staff is waiting for customizations from CybraryN and Polaris to be complete before implementing. JA staff are working on a questionnaire to send to the libraries in order to configure the software to suit the needs of the library.

Hardware Retirement: The Packeteer, Web Server Hardware

- As of April 2007 the current Packeteer will no longer be eligible for maintenance. The Packeteer will be upgraded. The existing web server hardware will also no longer be eligible for maintenance and is almost 5 years old. The server houses some SALS/MVLS websites and the delivery site. JA already has a new web server and is working on a plan to migrate the existing sites to the new server.

Dashboards for New Items (PAC)

- Jason has worked on a dashboard for new items by branch. He will show this to the PAC Steering Committee at their next meeting.

PC Order Status

- All of the PCs that were ordered have been delivered to the libraries except for Schenectady's. Bob Sullivan is customizing a computer for Chris to replicate.

Finance Committee:

The Finance Committee did not meet.

Telecom Billing Dispute

- Carol Clingan reported on the status of telecom billing disputes. Carol and Michele have been working with an attorney. In the fall a credit was received and it appeared that the billing had stopped. Recently new charges appeared. In general, the approach had been to stop the ongoing billing and then resolve the overpayment issues. We believed we were heading in the right direction before new charges began to appear. The Public Service Commission wanted to close the case. They said to be patient when working with such a large company. Although we asked that the case remain open, we believe it may have been closed. Part of the issue has been the inability to find any contact people from Verizon who can address the problem. The attorney has found a legal contact for Verizon and will write to the attorney in hope of resolving the issues.

Policy Committee:

Nothing to report.

Planning Committee:

Users Group: SMUG met November 30, 2006 at Schenectady County Public Library. There was a report on the national Polaris User's Group conference and Kellie Connor from Polaris showed some highlights from the Polaris' next release, 3.3. A sign-up sheet for the JA Committees was available for members. Don McMorris has stepped down from his position as SMUG co-chair. Anna Jane Abaray and Deb Callery will co-chair the Users' Group.

PAC Steering: The steering committee will meet in February. All of the existing members, except for 3 have agreed to continue on the committee. The 3 have yet to respond to an email asking to stay on the committee.

New Business:**Appointment of Committee Chairs & Composition of the Committees:**

According to the JA Agreement, all committee chairs must be JAC members and appointed by the Chair. Andy will ask Eric Trahan if he would like to continue to chair the Finance Committee. Sara Dallas will continue to chair the Policy Committee. Mary Ann will chair the Planning Committee. Barb, Mary Ann and Andy will discuss the composition of the committees and report back at the next meeting.

FOIL (Freedom of Information Law)

A library board received a FOIL request to release the names and addresses of people residing in a town. The library turned down the request based on the confidentiality of library records statute and the person requesting the information then went to court. The attorney for the person asked for an extension to the original court date to file more papers and this date was set for January 19, 2007. For some unknown reason, they did not file additional papers and the attorney for the library requested that the judgment be based upon existing papers. It is anticipated that a decision will be made anywhere from two weeks to two months.

Discussion regarding the database and the data ownership was discussed at length. The existing JA agreement states that JA cannot release individual data without library permission. A library can release the information if they so choose. The JA agreement will continue to be examined to develop language consistency.

Authority Control:

There is money allocated for authority control in the budget. This has been planned for early this year and will continue to occur on an annual basis.

Generator:

There has been a request to investigate purchasing a generator for the computer room at SALS. Over the past year there have been several long term outages at SALS, but not at the other locations in the 8 counties they serve. The JA Staff will investigate the costs associated with the purchase.

The next meeting will be held **March 27, 2007 at 9:30 AM at MVLS.**

The meeting was adjourned at 11:07 AM.

Respectfully Submitted,
Jennifer Ferriss