

Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
March 27, 2007

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

Excused: Becky Fasulo

Guests: Kathy Insero (recorder), Tim McDonough

Council Chair Andy Kulmatiski called the meeting to order at 9:30 am.

MOTION: To accept the minutes from the January 23, 2007 meeting Clingan/Germain. Passed

Finances:

Financial statements from January and February 2007 were distributed.

MOTION: To accept the financial statements for January and February 2007 subject to audit. Trahan/Jeffords. Passed

AUTOMATION PROJECT REPORT

Michele Largeteau reported:

Building projects

Cobleskill is in its temporary location while renovations are done at the library. Crandall is closing next week for the move to temporary location. JA is working with Crandall and their technology consultant to plan for the new building and has been asked to review the bids for technology when they come in.

NetLibrary

Jennifer Ferriss is still loading SALS' Netlibrary records. After testing, JA staff determined that downloads in library will work with the existing lockdown for public2, public3 and all accounts. Libraries should be aware of the potential impact on bandwidth if they choose to permit this as well as the support issues for different players. JA will send a note to libraries explaining this information.

Packeteer

The new Packeteer was deployed with a seamless installation. The new hardware is faster and is on service contract.

Retiring old web server

This is in the works and should be completed in April.

RoadRunner blacklisting

Email from JA servers (notices) was blocked by RoadRunner due to customer complaints. JA has had this reversed and has taken action to prevent further blacklisting: added language to all notices to allow a patron to opt out and library phone

numbers are now included on the notices. JA is now on a feedback list with RoadRunner to inform us of potential complaints/problems. JA has investigated whitelisting but has decided against it at this time due to the expense. Staff will explain the importance of addressing bounced emails to users at SMUG; JA may start monitoring themselves.

CybraryN

Polaris has completed custom programming with NCIP to allow secure communication. Still working with CybraryN for fixes. Set up is in a test environment. JA is documenting and creating a questionnaire to help with configuration. First installation will be at Burnt Hills, then to Crandall and Clifton Park Halfmoon, and then the rest. JA expects that libraries will need help configuring. Nine libraries will implement (BUR, CPH, FTP, GLE, GLV, JOH, MEC, SAR, SCP)

SimplyReports

JA has been asked to be a beta test site and is participating in conference calls twice a week for this new Polaris product. Testing will involve about 10-12 member library staff this week. It is a very nice product, and they are making changes as requested. Polaris is great to work with. The cost to JA is unknown at this time. Polaris hopes to release in April, around the same time as 3.3.

PC Order status

All pcs are configured and delivered including 29 for Schenectady. The next group purchase should be sometime in April.

Onondaga County Public Library System

Onondaga (Syracuse area) has just chosen Polaris and is meeting at MVLS tomorrow. Plum Creek Regional Library System (MN) is also asking questions as they select a vendor.

FINANCE COMMITTEE

Eric Trahan reported the Finance Committee met prior to the business meeting.

MOTION: To approve Teal Becker & Chiaramonte as auditor for the 2006 JA audit. Committee. Passed.

The Finance Committee recommended that there would be no increase in fees for 2008.

MOTION: To keep 2008 fees the same as 2007, \$.07 per item and \$.08 per circulation. Committee. Passed.

Member libraries will be notified there will be no increases in 2008 fees. Current fees are \$.07 per item and \$.08 per circulation. Libraries should plan to replace equipment that is more than three years old.

Carol Clingan reported on the Verizon billing issue. Attorney Kathryn McCary has written to an attorney representing Verizon. At the time of the meeting, there had been no response. Kathryn recommended continuing to maintain the file until there is contact from Verizon for payment and take no further action at this time.

POLICY COMMITTEE

Nothing to report.

PLANNING COMMITTEE

Nothing to report.

PAC STEERING COMMITTEE

Item Specific Requests will be implemented on April 3rd. Work is being done to create dashboards for new items, customizable for each library.

DATABASE COMMITTEE

The Database committee met March 22, and will meet again April 18, 10:00 at SALS. Sharon O'Brien is pricing databases for group purchase for subscription year July 2007 – June 2008.

OLD BUSINESS

Committee Structure

All JA committees have been established. The Committees are listed on the JA Intranet. Michele Largeteau will send an email to JA Council members containing information regarding the committees, their members and their charges.

Generator

An initial quote for generator, labor, and installing the gas line is \$28,000. This quote has the gas line run over the roof, and the unit installed outside of the computer room. JA staff will discuss the project with the SALS Building Committee. After discussion, the following was presented:

MOTION: To approve the installation of a generator at a cost not to exceed \$35,000 and pending the approval of the SALS Building Committee and Board.
Germain/Jeffords. Passed.

The next meeting will be held May 22, 2007 at 9:30 AM at SALS.

The meeting was adjourned at 10:15 AM.

Respectfully Submitted,
Kathy Insero