

MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
June 5, 2007

Present: Anne Campbell, Carol Clingan, Sara Dallas, Bob Jeffords, Becky Fasulo, Barbara Germain, Mary Ann Hunter, Michele Largeteau, Andy Kulmatiski, Jo Piracci, Jean Sheviak
Excused: Eric Trahan
Guests: Jennifer Ferriss (recorder), Harry Dutcher, Tim McDonough

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

MOTION: To accept the minutes from the March 27, 2007 meeting Germain/Clingan. Passed

Finances:

Financial statements from March, April and May 2007 were distributed. Carol reported that revenues from fees are on target. She noted that until the systems' receive their state aid and contribute to the JA budget, spending is from the existing cash balance. Currently expenses are higher than receipts.

MOTION: To accept the financial statements for March, April and May 2007 subject to an audit. Sheviak/Jeffords. Passed

Automation Project Report:

Michele Largeteau reported:

CybraryN

- Installations of CybraryN are in Fort Plain, Johnstown, and 3 machines at the Ballston Community Library. JA Staff are working with 5 other libraries and waiting on a 6th; Northville might consider an installation. Each installation is different and therefore not smooth; Jason and Laura are doing a good job handling each site's nuances. Michele mentioned that the existing pricing is good for 1 year if other libraries are interested. Barb said most patrons are receptive; some are confused that have to go to specific computer and not the computer of choice. Barb is working closely with Gloversville to match policies so that patrons have a consistent experience using the PCs. It has been requested that a users group be created to discuss policies and other CybraryN issues.

Summer Reading Program Software

- MVLS is interested in e*Vanced's Summer Reader product that helps manage summer and year round reading programs. The software helps manage registration, reading logs, prize distribution and mediated reviews; staff will be able to collect data and produce reports. MVLS will negotiate with Polaris on pricing. Massachusetts State Library purchased the program for their libraries this year and the hope is that NYLA or the New York State Library will do the same for New York libraries.

Acquisitions for Gloversville

- Gloversville would like to begin using Acquisitions in July to coincide with the beginning of their new fiscal year. The timeline is being discussed to occur by July

or after the 3.3 upgrade. Michele would like other MVLS libraries to consider using Acquisitions.

Polaris 3.3 –schedule (webinars/training, authority control, serials to follow, plan to extend hardware contract for servers for 2 years and replace in 2009

- The tentative schedule is as follows:
July: Part 1 & Part 2 webinars (What's new in 3.3) at MVLS and SALS
Install 3.3 on trainer: During this time trainers can identify changes to how to documents, JA staff can rewrite custom reports, configure the server and configure the PAC in conjunction with PAC Steering Committee involvement.
August: Part 1 & Part 2 webinars (What's new in 3.3) at MVLS and SALS; this is a repeat of the July session
September: Member library training
Full authority control
October 8th (Columbus Day): Install 3.3 on production
- After the installation interested MVLS/SALS libraries will learn acquisitions and Serials will be implemented.
- JA plans to extend hardware contract for servers for 2 years and replace in 2009. The mail server and the UPS (Uninterruptible Power Supply) may need to be updated next year.

ZMARC trial

- Technical services departments need a better source for audiovisual materials and they are testing out Polaris' copy cataloging product. The benefit of this product is that it looks like another database, they don't charge per record and it will work well with the weekly authority control product Polaris will release in 3.3. If the pricing is reasonable, ZMARC will be purchased.

Finance Committee:

MOTION: To move \$970 from Telecommunications to cover increase in cost for Novelist.
Clingan/Hunter. Passed

Policy Committee:

Sara reported that the committee created a policy for Social Security numbers in the patron database.

For the privacy and protection of the people in the patron database, no social security numbers will be entered into the database. Social Security numbers that are in the database will be withdrawn.

MOTION: To approve the Social Security number policy.
Dallas/Jeffords. Passed

The Operations Committee is working on standards for the ID field of the patron record by clarifying forms of identification and how to enter them in the patron record. It was suggested that these should not be guidelines, but rules. Michele will inform the members of the policy and the rules created by the Operations Committee.

Planning Committee:

Users Group: SMUG did not meet.

PAC Steering: The steering committee met June 1, 2007 at Schenectady Public Library to review the New Stuff dashboards and pages. Jason and Diane were very responsive to the suggestions of the committee and were prepared with a variety of options for the members to choose from in setting up their dashboards. The group will meet again in July to look at the PAC in 3.3.

Operations Committee: The committee will be meeting June 6, 2007 at the Rotterdam Public Library to discuss cataloging standards, patron records, and data cleanup. This group meets every 2 months.

Database Committee: On April 18th, this committee met and the four large libraries decided which databases they were going to purchase. The libraries were very generous with each other and compromised to get the best pricing for everyone. The process created appears to be working as designed.

Old Business:

Generator: The SALS board met and agreed, in principle, that the generator should be purchased. The generator needs to be put in a location that will not bother the neighbors and all building permits will need to be acquired before the work begins. It appears that the best location will be to the left of the side door, under the men's bathroom window. A new quote for the electrical portion will be needed since the run is longer. JA is considering adding the telephone system so that when the power goes out, phone calls can still be made.

New Business:

Change of Date for September meeting 18th @ SALS 9:30: SALS has a conflict on September 25th and would like to schedule the meeting for September 18th instead.

Self-check @ Saratoga Springs Public Library: Harry mentioned that in 2009/2010 the first floor of the library will be reconfigured and include 6 self check out workstations. He would like the patrons to be able to use credit cards to clear fines so that they can check out their own materials. The investigation of credit cards payments that integrate with Polaris will be added to the JA's to do list in 2008.

Michael Stephens' program: Sara wanted to thank Sharon O'Brien, Jennifer Ferriss and Jean Sheviak for brining Michael Stephens to the area. Jean and Jennifer both agreed that Sharon should get all of the credit. Jean also mentioned that CDLC does have continuing education money for emerging technology and will be willing to provide monies to programs of this nature.

The next meeting will be held **July 24, 2007 9:30am @ MVLS**

The meeting was adjourned at 10:15 AM.

Respectfully Submitted,
Jennifer Ferriss