

Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
September 19, 2007

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

Excused: Eric Trahan

Guests: Kathy Insero (recorder), Tim McDonough, Carol Raphael

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

MOTION: To accept the minutes from the June 5, 2007 meeting.
Germain/Hunter. Passed

Finances:

Financial statements from June, July, and August 2007 were distributed. Carol Clingan reported finances were in good shape. Systems have been billed for state aid but had not been received by end of August. July report shows additional income of \$50,000 and a corresponding expenditure; this is actually a written check cash transfer due to changing banks. Carol had reviewed the current billing reports and they appear to be 10% - 11% higher than last year. The fees and warrant amounts are attached to the monthly financial report.

MOTION: To accept the financial statements for June, July, and August 2007 subject to audit.
Piracci/Jeffords. Passed

AUTOMATION PROJECT REPORT

Michele Largeteau reported:

CybraryN

Has been installed at all libraries except Mechanicville. Saratoga, Glens Falls, and Schenectady have been given the software, but have not fully implemented it yet. The original pricing was good for one year, which will be up in October. We have asked for updated pricing in case any other libraries choose to participate.

Polaris 3.3

JA staff spends about 90% of their time on this project. The upgrade is scheduled for October 8, 2007. It is currently housed on the trainer. JA staff is working on custom reports, PAC customization, testing and setup. Trainers are training library staff.

Authority Control

This is the first authority control purge since the 2005 migration. Polaris will reload this the weekend after October 8th. Polaris has a copy of the database for testing purposes. Implementation is a two-piece control process.

Gates

JA staff assisted libraries with surveys and forms.

Frontier DSL

JA revised contracts for eight libraries using Frontier DSL contracts to provide more bandwidth for less money. JA staff is currently checking with Verizon for cost savings, and Michele will be meeting with Time Warner Telecom regarding contract renewals.

PUG

Three trainers and five staff are attending the Polaris Users Group conference in Syracuse this October.

Michele noted Crandall Library is gathering information for RFID and self-check technology for the new library building. RMG Consultants are doing the feasibility study. Vendor demonstrations are open to all member libraries.

FINANCE COMMITTEE

Carol Clingan reported the Finance Committee met prior to the business meeting and presented the following budget amendments:

2007 Budget Amendments

MOTION: To add an expense line for the generator at \$35,000.
Committee. Passed.

MOTION: To move \$1,365.95 from Syndetics to Travel.
To move \$2,000 from Professional Fees to Software & Software Maintenance.
To move \$2,000 from Professional Fees to Hardware Maintenance.
Committee. Passed.

The amendments are needed for several reasons. Michele Largeteau reported anti-virus and anti-spam software are being evaluated for purchase. Back-up software renewals are more expensive this year. Maintenance fees have also increased. The JA Council had already approved the purchase of the generator; the amendment just puts it into the budget.

PROPOSED 2008 BUDGET

Carol Clingan reviewed the Proposed 2008 Budget. The proposal is for a deficit budget but member library fees will not increase in 2008 as was previously decided by the Council. The hardware and software maintenance lines increased. Staff Salary & Benefits line increased by 3.7%. Member library fees will be reviewed for 2009.

MOTION: To approve the Proposed 2008 Budget.
Committee. Passed.

POLICY COMMITTEE

Nothing to report.

PLANNING COMMITTEE

Nothing to report.

PAC STEERING COMMITTEE

Jason Thomson and Diane Robinson demonstrated the PAC upgrade that incorporates many of our current customized features. The committee is trying and discussing new PAC features via email. The next meeting is October 24.

OPERATIONS COMMITTEE

Meetings were held in June and August. Patron ID Standards and in-transit reports were discussed. Polaris 3.3 parameters were decided. The next meeting was scheduled for October 2nd (although this may change).

USERS GROUP

Michele Largeteau reported the committee will meet shortly after the upgrade. Reports will be a future meeting topic. The next meeting will focus on 3.3 and any issues/questions that users have. Simply Reports is working well.

OLD BUSINESS

Generator

The generator has arrived. The start-up has not been scheduled yet. JA staff will also receive training.

JA Member Library Agreement

Sara Dallas stated member libraries needed to sign the annual JA Agreements. There was discussion on including copies of JA policies.

NEW BUSINESS

Mary Ann Hunter encouraged libraries to be considerate and honor the publisher release date.

The next meeting will be held November 27, 2007 at 9:30 AM at SALS. The meeting will include a Finance Committee meeting.

The meeting was adjourned at 10:20 AM.

Respectfully Submitted,
Kathy Inero