Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
November 27, 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, Eric Trahan

Guests: Jennifer Ferriss (recorder), Harry Dutcher, Tim McDonough

Council Chair Andy Kulmatiski called the meeting to order at 9:45 am.

MOTION: To accept the minutes from the September 19, 2007 meeting
Germain/Jeffords.   Passed

Finances:
Financial statements from September 2007 were distributed. Carol reported that the finances are in good shape and that income from circulation fees should be higher than estimated due to increased circulation.   On January 1, 2008 a snapshot of member libraries' holdings will be captured for 2008 billing. Carol noted that libraries will be billed for December 2007, in January 2008 using the 2007 fee structure. The fees and warrant amounts are attached to the monthly financial report.

MOTION: To accept the financial statements for September 2007 subject to an audit.
Trahan/Hunter.   Passed

Automation Project Report:
Michele Largeteau reported:

CybraryN
- A few libraries have not implemented CybraryN yet. Libraries that currently have the product installed "love it."

Polaris 3.3 upgrade and site visits
- This was not the smoothest upgrade. Polaris fixed problems and implemented features for us in 3.2 but they did not work in 3.3. JA staff is logging problems and reporting as they surface. JA, trainers and member library staff caught many problems before we went live in October. Most of the problems are transparent to the users and the new build has positive changes for libraries. Michele would like to have a conversation with Bill Schickling explaining MVLS/SALS' issues with the latest upgrade.

  JA staff are visiting all libraries to upgrade the offline software and to change the Polaris icon on the computer desktop. Terminal services will use load balancing; at the time of staff logs into the system they will be connected to 1 of 3 servers based on traffic and use.

Authority Control
- In 2005, prior to our migration, the entire bibliographic database had authority control processing. Based on a proposal from Polaris, part of the bibliographic database (the new editions and the gap records since 2005) was sent out to complete the authority

control processing. Polaris made the proposal to us, the agreement was signed, then Polaris admitted that they never did a partial database before. The end result was a longer processing period than initially proposed. The data is now up to date and technical services staff are meeting on a regular basis to discuss standards and documentation. JA has purchased 2 new Polaris products: Automatic and Weekly authorities that should eliminate the need to process the entire database again.

Generator
- The generator is installed and tested well. There have been no power outages since the installation.

Serials training
- Serials training was held November 9, 2007 for JA staff, trainers, SAR, CPH, GLE, MEC and SCP. Serials manages subscriptions; claiming is the biggest advantage and patrons will like how magazines display in the PAC. Michele plans to purchase Polaris' Serials Prediction pattern templates which contain 950 popular titles so that interested libraries can get started. Creating prediction patterns is complicated but once in place, they can be shared by all member libraries. Michele will need to investigate how serial holdings will be counted. Jean wanted to know if the data could be extracted to keep CDLC's Union List of Serials up to date. Any library interested in starting serials will need to be trained; there is no additional cost, only library staff time.

MVLS libraries interested in ACQ
- GLV and CAN have an immediate interest in learning acquisitions. There will be a presentation on December 6, 2007 at the MVLS member library meeting. Gloversville will begin training Friday December 7th and will start up on January 1, 2008.

Year End
- Diane Robinson is getting ready for year-end processing. The New York State Annual report has not been tested in 3.3; data will need to be verified. Fines cannot be purged in bulk and there does not seem to be any indication from Polaris that this function will be implemented soon. However, Polaris will be offering the ability to clean up transaction files for patrons.

Finance Committee:
- The 2008 budget was approved by both system boards. The 2007 budget needs to be amended because the Spam filter, Barracuda and the Authority Control were more than expected. The expenditures need to be balanced and do not affect the budget.

  MOTION: To move $2000 from Equipment to Hardware maintenance, $2000 from Supplies to Software maintenance, $2,325.06 from Supplies to Authority Control. Jeffords/Sheviak. Passed

  Eric reported that the committee has not met, but they need to discuss adding a budget line item to the 2008 budget for the maintenance of the generator. Carol reported that the auditor is adding the details that JA requested earlier this year.

Policy Committee:
Sara reported that the committee is trying to get together to discuss mailing lists and the patron database. The agreement documents who can request the patron list, but it does not say what the director can do with the information.

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Planning Committee:

Users Group: SMUG met on November 5, 2007 at the Johnstown Public Library. The group talked about changes in 3.3, CybraryN and reports. SMUG is still looking for a co-chair from SALS.

PAC Steering: The steering committee met October 24, 2007 at Rotterdam Public Library to review changes in 3.3. Jason finished programming the New Stuff dashboards which is currently updated weekly.

Operations Committee: The committee will be meeting December 5, 2007 at the Southern Adirondack Library System to any outstanding 3.3 issues. This group meets every 2 months.

Old Business:

RFID: Crandall Public Library sent out their RFP with a short deadline. It is estimated that staff will have to start tagging their materials in July. Christine McDonald is very happy with the work and support that the JA staff has dedicated to this project. It was recommended that the Policy Committee discuss RFID and barcoding.

New Business:

Credit cards: Polaris is trying to design credit card payments for fines in a consortium environment.

Andy and Becky service: Sara wanted to thank Andy for serving as chair and Becky for her many years of service on the Council. Tim McDonough will be taking Becky's seat on the council.

The next meeting will be held **February 12, 2008 9:30am @ MVLS**

The meeting was adjourned at 10:30 AM.

Respectfully Submitted,
Jennifer Ferriss