

Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
January 29, 2008

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

Excused: Bob Jeffords

Guests: Kathy Insero (recorder), Claudia Hayes, Ike Pulver

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

Sara Dallas nominated Mary Ann Hunter to serve as Chair; Carol Clingan nominated Barbara Germain as Vice-Chair for the Joint Automation Council for a 1-year term.

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

Sara Dallas thanked Andy Kulmatiski for serving as Chair for the Council in 2007.

Council Chair Mary Ann Hunter presided over the remainder of the meeting.

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

Finances:

Financial statements from October, November and December 2007 were distributed. Carol reported that income was up for 2007 due to increased circulation and decreased expenditures. She praised JA staff for keeping expenditures down.

MOTION: To accept the financial statements for October, November and December 2007 subject to an audit.
Germain/Clingan. Passed

Automation Project Report:

Michele Largeteau reported:

Year End/Annual Report

Reports have been generated and distributed to libraries.

Acquisition Training for MVLS Libraries

MVLS and Gloversville are trained. Northville, Johnstown, and Canajoharie have asked for training. MVLS and JA staff is producing training and procedures documents.

Glens Falls RFID Status

Crandall has issued the RFP and has gotten six replies. JA staff has assisted the library with responses and references.

Serials

Training, permissions and lists are being developed. Trainers are preparing to support library staff at member libraries.

PC Order Status

PCs were ordered in December. There is a new lockdown with this version as patrons want to do more. A staff person was injured by a piece of metal protruding from the rear of the PC, an awareness memo was drafted. JA staff needs to bend the metal down before delivery to libraries.

Gates

Chris has drafted a message for information so that JA may provide quotes for participating libraries. MPC will clone the hard drive so libraries can run tools for the Gates project. Advocacy training is scheduled for April.

Cobleskill

Cobleskill has returned to the newly renovated library on Union St. Mary Hanley and Chris Mundell assisted with the computer wiring for 15 public and 7 staff computers. Cobleskill will open February 5, 2008.

Finance Committee:

The Finance Committee did not meet.

2006 Audit

Carol Clingan reported the audit is essentially completed but lacks the auditors letter.

Policy Committee:

Nothing to report.

Planning Committee:

Operations: Met December 5, 2007. Michele Largeteau reported discussion included new distribution lists, Polaris 3.3 settings, use of unavailable stats reports and patron address issues. Carol Clingan requested copies of the Operations Meeting Minutes be distributed to site contacts.

Old Business

Polaris Meeting: Michele Largeteau reported the meeting with Polaris representatives was a positive experience. All 3.3 issues were addressed responsively. Polaris was given a copy of the database for testing purposes. The JA staff will address hourly circ report. Consortia Transactions is fixed in the build, but JA has not been notified of the build being ready.

New Business

2008 Meeting Dates

April 1, 2008	SALS	9:30 AM
June 3, 2008	MVLS	9:30 AM
August 5, 2008	SALS	9:30 AM
October 7, 2008	MVLS	9:30 AM
December 2, 2008	SALS	9:30 AM

Generator

Electrician replaced a blown-out fuse. The plumber needs to make an adjustment to the condenser.

Credit Card Transactions

Claudia Hayes, Mary Ann Hunter, Michele Largeteau, Tim McDonough, Diane Robertson, Eric Trahan, and a designated representative from Glens Falls will serve on an Ad-Hoc Committee for Credit Card Transactions. Michele Largeteau will contact Polaris for development status. The Committee will gather information and report to the Council.

Retirement

Jo Piracci of Clifton Park-Halfmoon is retiring and recommended Claudia Hayes to fill her seat on the Joint Automation Council.

CDLC

Jean Sheviak stated the Regional Automation grant deadline has been postponed. The Union Catalog is being addressed as it provides online catalogs for small libraries and the Scirsi version is aging. CDLC is also looking for input to new programs or new technologies.

The next meeting will be held **April 1, 2008, 9:30 AM at SALS.**

The meeting was adjourned at 10:25 AM.

Respectfully Submitted,

Kathy Insero