

Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
April 1, 2008

Present: Anne Campbell, Carol Clingan, Sara Dallas, Barbara Germain, Bob Jeffords, Michele Largeteau, Tim McDonough, Jo Piracci, Eric Trahan, Jennifer Ferriss (recorder)

Excused: Mary Ann Hunter, Jean Sheviak, Andy Kulmatiski

Guests: Claudia Hayes, Mary Ann Warner

Council Vice -Chair Barbara Germain called the meeting to order at 9:35 am.

MOTION: To accept the minutes from the January 29, 2007 meeting Clingan/Jeffords. Passed

Finances:

Financial statements from January and February 2008 were distributed. Carol reported that the January open accounts receivable number was adjusted to allow for past invoices to member libraries that were voided because the libraries were able to show proof that they had paid. In January the interest receipts were lower because the bank posts interest on a different schedule. The budgeted interest for the year was approximately 3%. Currently the interest is below 2%.

Budget line 452 does not show a budgeted amount because the council needs to determine where the funds for generator maintenance will be shown. The actual funds for upkeep, maintenance, etc., of the generator were included in Hardware maintenance in the 2008 budget. An amendment was requested to clarify where the expenses will go.

MOTION: To amend the 2008 budget. Move \$1525 from line 431 (Hardware maintenance) to line 452 (Generator maintenance) Clingan/McDonough. Passed

MOTION: To accept the financial statements for January and February 2008 subject to an audit. Jeffords/Clingan. Passed

Automation Project Report:

Michele Largeteau reported:

Acquisition Training for MVLS Libraries

MVLS, Canajoharie and Gloversville are trained. Northville and Johnstown are scheduled to be trained. MVLS, SALS and JA staff are producing training and procedures documents that can be used by both systems.

Titles to Go, a Polaris product was ordered at a onetime fee of \$500. When a purchase order is created, the ISBN is sent to the vendor and title and author information is pulled into the database. This should make ordering quicker and easier for member library staff.

Glens Falls RFID Status

Crandall is moving forward with the RFP process. JA staff will continue to assist Crandall with getting this project up and running. This process has set the groundwork for the JA staff to assist other libraries with similar projects.

Gates

Chris has received input from the libraries as to what they would like to purchase. Most libraries want to replace their old games PCs. A timeline needs to be created so that Chris can have the hardware in the libraries before the last week in December. It was decided that different machine configurations (ex. Gaming, Office, etc.) computers will be offered; software can be added after the December deadline.

CybraryN

The weekend of March 29th through Monday March 31st the service stopped responding at all of the installations. JA staff is working with Polaris to figure out what happened. Michele intends to file a complaint with Polaris since they were not prepared to handle the questions over the weekend.

Saratoga just installed CybraryN for authentication only. They are experiencing lock down issues and staff adjustments to the new procedures. SCP is using the printing component and will start using authentication soon. Crandall and Mechanicville have not installed the software.

Laura Dolan has spent more time on this project than anticipated due to some software issues (ex. You can't uninstall, you need to reimage the machine and start over) JA is in the process of setting up weekly meetings with Computers By Design to address outstanding issues and (hopefully) improve the product.

Credit Cards

John Barr has sent a fact sheet on how credit cards work in Polaris. This information was distributed to the Ad-hoc committee. Kathy Naftaly has agreed to chair the committee.

New Polaris Build

The new build will have some anticipated fixes. The upgrade will happen after the purging project is completed.

Reports and Performance

If member library staff runs a transaction report for a large period of time, the production server slows down and makes circulation come to a halt. A new report server has been budgeted for. Each night a copy of the circulation server will be loaded onto the report server so that libraries can run transaction reports without impacting circulation. Staff will have to run most reports from the web instead of the Polaris toolbar. Tim inquired about the status of Simply Reports. It is Michele's hopes that this will run off the report server as well.

Network

There are some performance issues at the larger sites for staff web traffic use. The T1 connections would be sufficient if the only traffic was from Polaris, but that is not the case. Immediate action does not have to take place, but JAC should consider bigger circuits and who should pay. Michele would like to hire Tony Peruzzi as a consultant to figure out solutions to this problem.

Self Checks – SCP, CPH

JA will bring back the self check vendors for libraries interested in self-check. Since NYLA is in Saratoga this fall, it was recommended that a product demonstration occur during that time.

Databases

Sharon O'Brien has asked the 4 larger libraries which databases they would like pricing on for the upcoming year via email.

Finance Committee:

The Finance Committee did not meet.

2006 Audit

Carol Clingan distributed the audit from Teal, Becker & Chiaramonte CPAs. Since this was the first time the JAC has seen the audit, it will be discussed at the next meeting.

2009 Fees

Michele presented preliminary numbers for future fees raising circulation and item fees by 1 cent.

MOTION: In 2009 increase the per item fee by .01 cent to .08 cents per item.

Clingan/Jeffords. Passed

In 2010, there will be a possible projected increase of the circulation fee by .01 cent to .09 cents per item.

Outstanding Bills

Since MVLS has been in charge of the financials of the JAC through 2007 there is 1 outstanding bill. Payment is owed by the Town of Lake Pleasant Public Library. The bill is for equipment (\$3458) and circulation (\$112) from 2005. There were 8 outstanding bills from 2005. All of the libraries have checked their records and have either sent checks to pay the bill or have confirmed check numbers for past payment. The town supervisor has expressed difficulty in paying the bill because it is from an earlier year. JAC does not want to set a precedent of waiving charges. MVLS' lawyer will send legal correspondence to the Town of Lake Pleasant and offer a payment schedule.

Outstanding bills are now followed up by a phone call.

Policy Committee:

The Policy Committee did not meet.

Sara reported that the committee will be working with the JA staff to come up with procedures that may or may not need policies. Sara reported that there is an opening on the committee since Harry Dutcher retired. She will ask Ike Pulver if he is interested.

Planning Committee:

Nothing to report

Old Business

Nothing to report

New Business
Town of Malta

The Round Lake Library is chartered to serve the Town of Malta. The Town of Malta is building a branch library in the new community center. The library will be run by town and library staff. They expressed an interest in self-check. The Town of Malta will purchase and support all computers and wireless networks located outside the physical space designated as the library branch. All library and town staff using Polaris workstations located inside the library branch will be trained by SALS staff. It is understood by the Town, that the JA staff will not be responsible for the computer lab and JA will not support the computers in the computer lab.

The next meeting will be held **June 3, 2008, 9:30 AM at MVLS.**

The meeting was adjourned at 11:07 AM.

Respectfully Submitted,

Jennifer Ferriss