

Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
June 3, 2008

Present: Anne Campbell, Carol Clingan, Sara Dallas, Barbara Germain, Claudia Hayes, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Jean Sheviak, Eric Trahan

Excused: Tim McDonough

Guests: Issac Pulver

Council Chair Mary Ann Hunter called the meeting to order at 9:35 am.

MOTION: To accept the minutes from the April 1, 2007 meeting
Germain/Jeffords, approved.

Finances:

Carol Clingan explained that financial statements were not available for the meeting as there has been a change in the MVLS Financial Office personnel. They are nearing completion and will be forwarded to Council members. MVLS appreciates the patience of the Council on this matter.

The project is in good shape financially with fees covering most expenses at this point, Carol reported. Michele and the JA staff should be congratulated on keeping costs down.

Kathryn McCary, attorney, is contacting the attorney for Frontier in an effort to finally get a \$8,000 charge stemming from the Verizon overcharge problem to be eliminated. Frontier has been carrying this charge, although without interest, on the JA accounts since at the time, Verizon needed to verify that the accounts had been closed. She is also working on a letter regarding non-payment of bill by a member library.

Automation Project Report:

Michele Largeteau reported:

Gates Grants Equipment Orders

Orders are due to Chris Mundell by the end of the week. Micron has agreed to ship computers ordered in batches so as to not overwhelm JA.

CybraryN

There have been issues with Saratoga and these are being addressed. JA now has a weekly phone call with the company and this is helping to resolve issues. Schenectady is using the print function and is moving towards using authentication; Crandall must order a server; and Mechanicville is also waiting to install.

New Polaris Build

The new build was installed last Wednesday; Polaris was up shortly after noon. Some searching errors have been encountered but generally the build went well.

Network

More bandwidth is being investigated for the four largest libraries. This involves additional hardware at \$800-900 per site and increased monthly telecommunications charges. Telecom charges are higher than JA had hoped. The issue now arises as to who pays for the increased lines, the library or JA? Discussion followed. Michele will move forward on the installation of the lines and JAC will need to discuss a policy resolution on the matter.

Databases

Sharon O'Brien has reminded libraries of the June 6 deadline for ordering. Database orders are down from past years.

RFID

Crandall has contracted with ITG through Polaris for RFID.

Finance Committee:

The Finance Committee did not meet. Carol reported that the email exchange regarding upgrading our Novelist subscription to Novelist Plus approved the change. This necessitates a budget amendment.

MOTION: To move \$11,500 from the JA Cash Balance to budget line 434 Novelist for the Novelist Plus subscription.
Germain/Trahan, approved.

Policy Committee:

The Policy Committee did not meet. Sara reported that Ike Pulver has volunteered for the committee. JA staff is working on a list of needed policies.

Planning Committee:

Planning did not meet but subcommittees have:

Credit Card Committee:

Kathy Naftaly, Mary Ann Hunter, Claudia Hayes, Michele Largeteau and Diane Robinson met on Monday and reviewed preliminary information from Polaris. (Tim McDonough and Eric Trahan are also on the committee but were unable to attend.) The group decided to: 1) Poll libraries on use of credit cards and/or interest in implementing; 2) Contact other Polaris customers using credit cards; 3) Schedule John Barr (Polaris) for a demonstration.

Discussion followed. Bob Jeffords suggested investigating and negotiating a rate for a larger group to result in a smaller percentage fee. It was noted that libraries will have local expenses although costs are unknown at this time.

PAC Steering:

Carol reported that PAC Steering Committee met April 30. Several changes and enhancements have been made including a new logo and changing relevance searching to most popular as the default. Single login for patron requests have been implemented alleviating the need to input barcode number and pin with each request. For public computers, this means that patrons need to be reminded to log out as the login will remain for up to 10 minutes with no activity. Colors have been changed for accessibility by those with color blindness. The full display tab has been re-named 'more details' and more information is

displayed including summaries where they are available without clicking on more details. Clearer language has been set for downloadable audios. RSS feeds are now available for new items added by libraries, resulting in removal of the date on the individual library 'new stuff' listing. LibraryThing and Chilifresh are being investigated to provide customers with a forum to add reviews.

Old Business

The council had tabled the discussion of the 2006 audit at the last meeting.

MOTION: To accept the 2006 audit.
Jeffords/Trahan, approved.

New Business

Jean Sheviak reported on some initiatives from CDLC, particularly with the Cadillac online service. The Regional Automation Advisory Committee is considering this as part of their charge. Cadillac has software problems that will be addressed probably with an interim solution, possibly open source. CDLC is planning brief surveys on aspects of regional automation and Cadillac and is looking at a variety of surveys and audiences.

The CDLC jobs page will also have a different look.

The next meeting is scheduled for **August 5, 2008, 9:30 AM at SALS.**

The meeting was adjourned at 10:35 AM.

Respectfully Submitted,

Carol Clingan