Draft
MVLS/SALS Joint Automation Council
Southern Adirondack Library System
Minutes
August 5, 2008

Present: Anne Campbell, Carol Clingan, Sara Dallas, Barbara Germain, Claudia
Hayes, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Tim
McDonough, Jean Sheviak

Absent: Bob Jeffords, Eric Trahan

Guests: Jennifer Ferriss (recorder), Christine McDonald, Ike Pulver

Council Chair Mary Ann Hunter called the meeting to order at 9:40 am.

MOTION: To accept the minutes from the June 3, 2008 Meeting
Germain/Sheviak, approved

Finances:

The financial statements from January through June 2008 statements were distributed.
Carol explained that the January and February statements have been corrected. The
January statement has a correction for the budgeted software maintenance; the
corrected version is the approved budget amount.

The bottom of the February statement shows a cash deposit to an MVLS account in
error. This transfer was corrected in August 2008 and will be reflected in the August
financial statement.

The May and June treasurer report shows receipts deposited to both the JA operating
(checking) account and the JA money market account. This is done to earn more
interest when the operating balance is higher than the expected expenditures.

There will be a shortfall in expected revenue from State Aid due to the 2% state aid cut.
JA staff is keeping expenditures in line.

MOTION: To accept the financial statements for January through June 2008 subject to
an audit.
Sheviak/Hayes. Passed

Automation Project Report:
Michele Largeteau reported:

> **Gates Grant**
> The PCs arrived quicker than intended. Chris is configuring and sending out PCs
> to libraries in a timely fashion. Monitors were shipped directly to the libraries.
> Libraries are asked to call if they need assistance setting up the PCs. The grant
> deadline has been moved to November 1, 2008, but there should not be a
> problem meeting the deadline.

CybraryN
JA is talking to CybraryN on a weekly basis. This has resulted in a new version of the software which has been implemented in Johnstown. The installation has not been smooth. JA staff is trying to tighten up installation procedures, but every site is different. Outstanding installations include, Crandall and Mechanicville. Schenectady would like to implement the authentication piece.

Broadband Grant
Tony Peruzzi was hired to analyze the existing network in order to increase bandwidth at the four largest libraries. SALS & MVLS each applied for the state broadband funds and are waiting for approval. This money will help with the 4 largest libraries as well as Cobleskill and will add wireless networks to 9 MVLS sites. Michele would like to place an order by September in order to have the equipment in place for Crandall's new building.

RFID at Crandall
Christine reported that 35% of the collection has been tagged. Crandall staff and JA staff will be having self check training in August. The rest of the installation is going as scheduled.

Serials
Mary Ann held a serials meeting at the Saratoga Public Library in July for libraries who attended the serials training and wanted a refresher on the procedure. The Operations Committee needs to decide on some minor standards before Saratoga goes live in September. An announcement will be made to site-contacts due to some changes in the PAC with the implementation. Schenectady, Crandall and Clifton Park are considering implementing serials.

Overdrive Demo
Sara discussed the difference and similarities between NetLibrary and Overdrive. A chart of some features and preliminary costs were distributed. MVLS will discuss Overdrive at their September directors meeting.

Polaris Webinars:
Polaris offers free webinars on a regular basis. Recently JA & System staffs listened to Polaris' "State of the company" and learned about their new digitization product, Fusion. Upcoming webinars are posted on the Polaris Extranet.

PUG Enhancements:
An email will be sent out soon for library staff to vote on the top enhancement requests for 2008. Votes will be tallied and 1 final vote will be sent to the Polaris Users Group by September 12, 2008. Polaris commits to implementing the top votes in each category in a future product.

Finance Committee:
The Finance Committee did not meet, but will do so prior to the next JA meeting to create a proposed budget for 2009.

Policy Committee:
The Policy Committee did not meet.

Planning Committee:
The Planning Committee did not meet.

Credit Card Subcommittee:
Member libraries were polled on their current use of credit cards and/or to see if they were interested in implementing. John Barr has been contacted and he would like to have a webinar instead of an onsite demo. A list of questions have been compiled and will be sent to John before the webinar.

PAC Steering:
Patrons can now log in one time and place multiple requests. Patrons have responded favorably to this change. A log out screen has been prominently placed on all screens following placing a request. The committee is reviewing self-registration and Diane is arranging demos of ChiliFresh and LibraryThing.

Operations Committee:
The August 6th meeting was cancelled and items will be discussed via email.

Old Business
A draft letter regarding non-payment of a bill by a member library is being reviewed.

New Business
Gloversville has started to charge the residents of Edinburg to use their library, as does Northville. Gloversville will charge households based on their tax assessment. Northville will only honor Edinburg cards paid for in Northville. Library staff will inform Edinburg patrons that they should choose one library to avoid paying twice. On January 1, 2009 Gloversville expects to implement restrictions to their collection similar to Clifton-Park Halfmoon.

Ike mentioned that Saratoga is in the process of lifting some of their restrictions.

The Round Lake Library broke ground last week on their new Malta branch.

Jean reported that CDLC received approval of their RBDB grant money. This enables CDLC to subsidize most of the cost for a regional 24/7 reference service. Three libraries in MVLS/SALS have shown interest. The commitment is some money and a few hours of reference coverage. A subcommittee is looking at last year's evaluation process that determined that Cadillac online needed to be replaced. In the spring of 2009 an emerging technology program, sponsored in part by the three public library systems will take place. The digitization project is moving forward with more participants and a new website to feature the collections. CDLC is also part of a statewide initiative to harvest NYS ContentDM projects.

Chris Mundell, Michele, Sara and Carol will attend the Broadband Access meeting tomorrow afternoon.

The next meeting is scheduled for October 7, 2008 9:30am @ MVLS.
The meeting was adjourned at 11:04 AM.

Respectfully submitted, Jennifer Ferriss