

Draft
MVLS/SALS Joint Automation Council
Mohawk Valley Library System
Minutes
October 27, 2008

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

Absent: Tim McDonough

Guests: Alex Gutelius, Kathy Naftaly

Council Chair Mary Ann Hunter called the meeting to order at 9:30 am.

MOTION: To accept the minutes from the August 5, 2008 Meeting Clingan/Germain, approved

Finances:

The financial statements for July 2008 were distributed. Carol explained that the State Aid was received, but 2% lower than budgeted. The August and September financial will be distributed at the next meeting.

Libraries are beginning to repay JA for the Gate Computers. The JA staff is keeping expenditures in line. A budget amend will need to be made for the software maintenance.

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

Jeffords/Trahan. Passed

Automation Project Report:

Michele Largeteau reported:

PUG

JA Staff and system trainers attended the Polaris Users Group in October. Information was shared regarding the new versions of Polaris and it was a good opportunity to network with staff from other libraries.

Gates Grant

All of the PCs were delivered to the libraries. It is expected that the Schenectady County Public Library's PCs will be delivered on October 28, 2008.

Libraries participating in the Gates Grant will need to run Tech Atlas by November 1, 2008. JA staff is assisting as required. Participating libraries are also required to fill out an Opportunity Online Grant- ALA-FSU Survey in order to participate in Year 2.

Gates has a new grant for 2009. System and JA staffs are working to fill out a survey regarding bandwidth.

CybraryN

JA is working with Schenectady on authentication. Mechanicville went live on CybraryN. Staff is working with Crandall on authentication and printing controls. Salem has expressed interest in purchasing CybraryN.

While CybraryN is a good product, it is difficult to make it work when computer software is upgraded.

Broadband Grant

The Division of Library Development has no information regarding the funding of the Broadband Grant. The question remains how the larger libraries gain broadband they need for staff internet access will. It was decided that the libraries need the additional bandwidth and can not wait for the grant to be funded.

Motion: JA staff should go forward and order the additional public library staff lines for the Crandall Public Library, Clifton Park Half-moon Library, Saratoga Springs Public Library and the Schenectady County Public Library – Central.

Clingan/Jeffords. Passed.

Michele was directed to order the new line for Crandall to have it in place when the building opens in December 2009. The other three libraries will be accommodated early next year.

Crandall Public Library

JA staff continues to work with Crandall staff on self-check, new PCs and CybraryN, RFID, and sorting. JA staff will be spending more time at Crandall beginning next week.

Self-check

Michele has contacted nine vendors and received four responses. Not all of the vendors will be at NYLA. Michele is setting up demonstrations and information will be shared.

Finance Committee:

The Finance Committee met on October 27, 2008 to review the 2009 budget. The equipment line was increased due to the age of the servers. Nine servers will need to be replaced; four in 2008 and five in 2009.

Motion: To approve the 2009 JA Budget.

Trahan (as Chair of Finance Committee). Passed

The 2007 Audit is being reviewed and will be available at the next JA meeting. Auditor verbally reported that they found no errors.

Policy Committee:

The Policy Committee did not meet.

Operations Committee:

Operations met to work on "nuts and bolts". The JA staff is working on purging the database with input from the Operations committee. It is necessary to clean up the data by year's end. To remind people, there is no fee for items that are on order or withdrawn, but there is a fee for missing items.

Work will need to be done when Serials is implemented and how to charge for serial items needs to be reviewed. Northville has decided to add serials in January 2009.

Old Business

There will be a PAC demo for Chilifresh and/or Library Thing. These products will allow users to review and rate items in the catalog. A meeting will be scheduled to revisit self-registration.

Work on credit card implementation has been put on hold.

New Business

Barbara Germain inquired about a toll free number for JA computer support.

Jean reported that CDLC is looking to replace Cadilac. Finding good software has been problematic.

The next meeting is scheduled for December 2, 2008 9:30am @ SALS.
The meeting was adjourned at 10:17 AM.

Respectfully submitted,

Sara Dallas