<div align="center">

Joint Automation Council
MVLS/SALS Joint Automation Project
Mohawk Valley Library System
Minutes
February 3, 2009

</div>

Present: Carol Clingan, Sara Dallas, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Tim McDonough, Kathy Naftaly, Jean Sheviak, Eric Trahan

Excused: Anne Campbell, Barbara Germain

Guests: Claudia Hayes; Carol Raphael

Joint Automation Council Chair Mary Ann Hunter called the meeting to order at 9:25 am and welcomed Kathy Naftaly to the Joint Automation Council.

Carol Clingan moved, Sara Dallas seconded nominations of Barbara Germain for Chairperson of the Council and Tim McDonough for Vice Chair. There being no nominations from the floor; this passed unanimously.

The minutes of the October 27, 2008 meeting were approved as submitted.

Carol presented financial statements from August through December 2008. JA ended the year in good financial shape, fees exceeded projections, and the JA staff kept expenses down. However, while the actual expense for equipment in 2008 was below budget, these funds will be expended in 2009 for the purchase of new servers. Jean moved and Kathy seconded acceptance of the financial statements for audit, and all approved.

Michele reported:

- **Crandall Public Library** reopened with RFID and several self-check units. Kathy reported a high volume percentage of checkouts with the self check units.
- **Year End reports** were done and posted on the Intranet for Member Library Annual Reports
- **New broadband lines** have been installed at the four large libraries
- **Self Check** demos were held in December and January with 5 vendors presenting. Claudia suggested that an in-person meeting to discuss the presentations be held. Michele will schedule this.
- **Gates Grants:** Year one was completed and we are awaiting word on Year two.
- **CybraryN:** JA staff has been working with Schenectady Central to work out problems with CybraryN. Andy thanked them for all their efforts and for scheduling this around open hours. There are still a few glitches to be worked out. Salem had an open source solution for public access computing which has become obsolete. JA staff is investigating Cassie, the product used by Mid York Library System as an alternative to CybraryN. CybraryN has been problematic at several sites and this involves a lot of staff support.

- **New servers in 2009:** JA will be replacing several servers in 2009. Much of this should be transparent to users until mail and Polaris servers are replaced.
- **MPC:** Micron, our vendor for pcs, has filed for bankruptcy. Many of the pcs in libraries are still under warranty, particularly those purchased through the latest Gates grants. However, the warranties will no longer be honored. A message was sent to libraries apprising them of the situation. JA staff will attempt to make repairs using available parts but libraries may expect that there will be a charge. A few laptop computers had been ordered, two received, but these were sent back to MPC (or refused shipment) and will be re-ordered through another vendor. The last computer order was made through Dell. Servers also had warranties from MPC. JA staff is exploring other vendors who would pick up the warranties, although this will likely incur an additional cost.

Appointment of Committee Chairs was postponed to the next meeting since the Council Chair is absent.

Committee Reports:
- Finance Committee:

Carol reported on the 2007 Audit which was distributed to the Council before the meeting. There were changes in the reported statement due to reposting of items in Quickbooks. All audited figures were reviewed by the MVLS Finance Manager. In answer to questions posed before the meeting: Totals reported for 'funds received from related parties' (MVLS and SALS) included both the state aid contribution and individual system purchases through JA. For 'expenses paid to related parties', the total shown for SALS reflects reimbursement for payroll expenses which SALS pays and bills back to the project.

In the reported figure for Fees (in the Statement of Support and Revenue, Expenses, and Changes in New Assets, Cash Basis), this figure is inflated because the auditor included the net amount of revenue generated by member library purchases. The Council requests that in the future, this number be shown separately.

Jean moved, Eric seconded acceptance of the audit. All approved.

Michele presented budget amendments for the 2009 budget:
Increase in the Generator line from $646 to $690, decreasing Supply Line by $44 (new total: $3,456) Eric moved, Carol seconded, all approved.

To Increase the 2009 budget in the Equipment Line to $79,141 and the Software Maintenance Line to $82,459, with $29,600 taken from the cash balance. Carol moved, Sara seconded; all approved.

Budget amendments need to be approved by both system boards.

There were no other committee reports.

There was no **Old Business**.

New Business

Meeting dates for 2009 were presented and approved. The Council will meet:
- **March 3**
- **May 5**
- **July 7**
- **September 1**
- **November 3**

Because confusion sometimes occurs with moving between the two systems for meetings, the Council agreed to try utilizing a central meeting place in 2009. For 2009, this will be the Clifton Park Halfmoon Library, Piracci Room.

There being no further business, the meeting was adjourned at 10:18 am.

Next meeting: March 3, 2008 9:30am at the Clifton Park Halfmoon Library