# Joint Automation Council
## MVLS/SALS Joint Automation Project
## Clifton Park Halfmoon Public Library
## MINUTES
## September 8, 2009

**Present:** Carol Clingan, Sara Dallas, Barbara Germain, Mary Ann Hunter, Bob Jeffords, Michele Largeteau, Tim McDonough, Kathy Naftaly, Carol Raphael, Jean Sheviak,

**Excused:** Eric Trahan, Andy Kulmatiski

**Guest:** Sally Gillich, Christine McDonald

Joint Automation Chair Barbara Germain called the meeting to order at 9:30 am.

Minutes from the May meeting were reviewed. Carol Clingan moved, Kathy Naftaly seconded approval of the minutes as presented; all approved.

Carol Clingan presented Financial Statements for April, May June and July. Tim McDonough moved, Bob Jeffords seconded filing the financial statements for audit; all approved.

Michele reported:

- **Grants**: The Gates Grants computers and equipment are being installed. Tech Atlas needs to be run on the Gates Computers by November 1, 2009.

- **2009-2010 Online Databases:** The databases have been configured and ready to be used.

- **Cassie:** Salem is happy with Cassie. Cassie has been installed in the Saratoga Springs Public Library teen room. Nine libraries are still using CybraryN. JA staff has prioritized installing Cassie on the Gates Computers for Johnstown, Gloversville and Fort Plain to meet the Gates deadlines.

- **Round Lake-Malta Branch:** The Malta branch will have a soft opening in September. The network and public PC's have been installed. A new Polaris license was purchased for this branch. The branch has a free Time Warner account.

- **New servers:** New Servers were ordered and work is being done to prepare them for the Polaris upgrade scheduled for November.

- **Polaris 3.5 upgrade:** The servers are being configured for the upgrade. The date for the upgrade is November 11, 2009. Many of the large libraries have closed for Veterans Day. Fifteen of the smaller libraries will remain open. The upgrade is expected to take all day. The MVLS and SALS trainers will be given the information to share with member library staff regarding the changes in Polaris as the result of the upgrade. The changes are minimal. The older circulation server will become the training server.

- **ID Policy:** The policy has been put on temporary hold due until the upgrade to Polaris 3.5. Earlier implementation of the policy would have a detrimental impact on the Crandall self-check stations and Crandall circulation staff.

- **Gloversville restrictions:** Gloversville is giving preference on loans of some materials to residents of the Gloversville Enlarged School District. The library is extending full borrowing to people with library cards from most other libraries as well as people residing in the Town of Johnstown (outside the GESD) and Caroga Lake because these towns are under contract for library services with the Johnstown Public Library.

- **PUG:** The Polaris Users Group will be held in Myrtle Beach at the end of September. Next year it will return to Syracuse.

**Committee Reports**:

**Finance Committee:** Carol and Michele have been working to develop the first draft of the 2010 budget

**Policy Committee:** No report.

**PAC Steering Committee:** Carol reported that ChiliFresh is being used. Sharon Obrien is working with Novelist to keep the price of the database as low as possible.

**Database Committee:** No report.

**Old Business:** The yearly JA Agreements that are sent to each member library board for their review and signature will be done electronically, requiring only the signature page to be sent back to each system.

The JA Council Agreement will be reviewed in the beginning of 2010. One area that must be reviewed is the number of required meetings held each year.

There being no further business, the Joint Automation Council adjourned at 10:30 am.

Next meeting:  November 3, 2009 at the Mohawk Valley Library System.

Respectfully submitted,

Sara Dallas