

**Joint Automation Council**  
**MVLS/SALS Joint Automation Project**  
**Clifton Park Halfmoon Public Library**  
**MINUTES**  
**November 10, 2009**

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

**Excused:** Carol Raphael

**Guest:** Sally Gillich, Thomas Gessick (TM Byxbee)

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

Thomas Gessick, from TM Byxbee auditing firm reported on the 2008 audit. He said that the JA operated on Cash Basis, and the audit was prepared in that mode. He reported that there are good controls in place. There are no recommended adjustments and the auditors encountered no difficulties in dealing with management in performing and completing the audit. They also separated the automation revenues/expenses from the member library purchases. Jean Sheviak moved, Bob Jeffords seconded approval of the JA Audit; all approved.

Minutes from the September meeting were reviewed. Carol Clingan moved, Mary Ann Hunter seconded approval of the minutes as presented; all approved.

Carol Clingan presented Financial Statements for August and September. Tim McDonough moved, Bob Jeffords seconded filing the financial statements for audit; all approved.

Michele reported:

**PUG:** Diane Robinson attended and reported that it was a good conference. It was well attended.

**Backup Server:** A backup server was purchased that will back up the new servers disk to disk, then disk to tape. She will begin to investigate back-ups to a third source on weekends.

**Gates Grant Status:** All of the PCs have been delivered to the libraries. Tech Atlas will be run by the December 4, 2009 deadline.

**Cassie:** Salem is happy with Cassie. Cassie has been installed at SLM, FTP, JOH, GLV, NOR and the Saratoga Springs Public Library teen room. Five additional CybraryN sites will be converted to Cassie. Lake George has expressed interest in Cassie. This product takes less staff time and it is an intuitive product.

**Polaris 3.5 upgrade:** Thirteen libraries will be open on November 11, 2009 during the upgrade. It is estimated that the upgrade will take all day. The MVLS and SALS trainers developed information to share with member library staff regarding the changes in Polaris.

**Committee Reports:**

**Finance Committee:** The 2010 JA budget was distributed. Michele reported that less money has been budgeted for equipment, but two servers will be purchased in 2010. A new firewall will also be purchased. Telecommunication costs are lower due to a new contract. The Finance Committee moved that the budget be accepted; all approved.

**Policy Committee:** No report.

**Planning Committee:** No report.

**PAC Steering Committee:** No report.

**Database Committee:** No report.

**Old Business:** None

**New Business:** Meeting dates for 2010: Jan 12, March 9, May 11, July 13, September 14, and Nov 9. The meetings will be held at Clifton Park-Halfmoon beginning at 9:30 am.

Eric Trahan was recognized for his participation on the JA Council.

Sara Dallas reported that she was approached by J.T. Stewart from Wired-Not. He is looking to partner with libraries in hopes of getting stimulus broadband aid.

Barbara Germain thanked Sally Gillich for making the room available for our meetings.

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

Next meeting: January 12, 2010 at the Clifton Park-Halfmoon Library.

Respectfully submitted,  
Sara Dallas