# JOINT AUTOMATION COUNCIL
## MVLS/SALS Joint Automation Project
## Clifton Park Halfmoon Public Library
## MINUTES
## January 12, 2010

**Present**:  Michael Burnett, Carol Clingan, Sara Dallas, Barbara Germain, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Tim McDonough, Kathy Naftaly

**Excused**:  Bob Jeffords, Carol Raphael, Jean Sheviak

**Guest:**    Sally Gillich

Joint Automation Chair Barbara Germain called the meeting to order at 9:45 a.m.

Sara moved, Carol seconded the slate of officers for 2010: Tim McDonough as Chairperson and Barbara Germain as Vice Chairperson.  The slate was approved unanimously and Chairperson McDonough conducted the balance of the meeting.

The minutes of the November 10, 2009 meeting were approved unanimously (Germain, Clingan).

Carol presented the Financial Statements for October, November and December.  She noted that our end of the year balance was better than we anticipated considering cuts in State Aid and interest.  Carol expressed thanks to Michele for managing the budget in a judicious manner.  Carol also drew our attention to the Treasurer's Report as of December, noting the new column for the NBT CDARS accounts.  Each of the $50,000 CD's is on a four week investment cycle.

Michele reported the following:

> *Polaris 3.5 Upgrade*:  There are a few issues that need resolution, as well as 30+ ITrac outstanding items to be addressed.  JA has been communicating our priorities.  It is hoped that a new service representative will be more responsive to our needs.

> *Terminal Servers*:  Three new servers have been purchased.  JA staff are working on configuring the new servers to replace the old servers that were purchased in 2005 with the original Polaris software.  Site visits may be required to handle the changes.  Member Libraries should notice an increase in speed.

> *PC Orders*:  JA is currently processing the PC's ordered in December.  Another bulk order is planned for February. JA will purchase a new Window 7 PC in order to reconfigure the PC's prior to Member Libraries receiving Windows 7 computers.

*Cassie*:  JA will handle Cassie installations at several libraries over the next few weeks.  CAN and LGL are interested in Cassie.

*NYS Annual Reports*:  JA is preparing statistics for us.  They are also addressing Serials reporting for the members who have completed their first year.

*800 Number for Computer Support*:  After exploring plans for an 800 number, the cost was determined to be reasonable and also would have not budgetary impact.  A motion by Carol, seconded by Barbara to proceed with an 800 telephone line for Computer Support carried unanimously.

*Purging*:  Michele has been speaking with the two Directors' Councils about the issue of purging.  To date, no purging has taken place with Polaris files.  She has been asking Member Libraries about the data that is needed.  So far it has been suggested that a specific timetable be established with the ability for libraries to download data prior to purging.  This topic will be refined and communicated to Member Libraries.

Carol reported from the *Finance Committee*:  Two years ago a grant for new servers was submitted to Senator Farley.  The latest report from the Senator's office in December stated that the grant was likely; no paperwork has come through yet.   Carol and Sara have copies of the completed Audit.  You may request copies (there are no changes from the draft version that we received in November).

Sara reported from the *Policy Committee*:  There are several items for this Committee to review, as follows:
   (1) Registration ID policy and procedures
   (2) Address check/block
   (3) The Computer Equipment Purchase & Support policy needs to be revised.  A full spectrum of equipment needs to be addressed.  Consideration of a fee for service to non-JA supported equipment should be included in the policy.  Security and virus protection minimum standards will have to be defined.
   (4) We need to make sure that the Intranet includes the minimum standards for all all computer equipment.
   (5) We discussed having a phase out plan for equipment.

Carol reported that Jason is working on *PAC Steering Committee* changes for a forthcoming meeting.

Michele reported that the *Operations Committee* is working on standardization projects, such as registration forms.

*Old Business*:  None

*New Business*:  (1)We discussed the need for the JA Intranet to be more user friendly.  A different/new approach is needed.  An Ad-Hoc Committee of JA Staff, System Trainers

and Member Library volunteers will be utilized to brainstorm about this topic. (2) A User's Meeting will probably be scheduled for the spring.  Input for Polaris enhancements is needed.  Other topics may include reports, registrations, short-cuts. Consideration for the meeting(s) being organized by library size may be given.  Perhaps an ongoing listserve would be a suitable avenue for information sharing.

There being no further business, the meeting was adjourned at 10:45 a.m.  The next meeting is scheduled for March 9th at 9:30 at CPH.

Respectfully submitted,

Barbara Germain