

**JOINT AUTOMATION COUNCIL
MVLS/SALS Joint Automation Project
Clifton Park Halfmoon Public Library
MINUTES
March 9, 2010**

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

Excused:

Guest: Sally Gillich, Christine McDonald

Joint Automation Chair Tim McDonough called the meeting to order at 9:30 a.m.

The minutes of the January 12, 2010 meeting were approved unanimously (Germain, Dallas).

Carol presented the Financial Statements for January and February. She warned that there will be a low cash balance in a few months.

Michele reported the following:

PC Orders: A bulk order for PCs was placed in February.

Cassie: JA staff continues to install Cassie in the libraries. Library staffs are happy with the product. SCPL will be the next install.

Terminal Servers: JA staff is working on a configuration change for the Terminal Servers. It will mean site visits by JA staff to audit the network and install the drivers needed for the receipt printers.

Purging: Michele, Diane and Laura are working with the trainers to develop a plan for library staff that will explain what it will mean to have the records purged. They will be proposing that items and transaction history older than three years will be purged. As soon as the trainers are ready, the proposal will be announced.

Email Server: Due to a hardware glitch, the email server became corrupt. New hardware is ordered and it will use the 2010 Exchange. Tim asked if there was a back-up policy because some information/mail was lost. JA staff will share some recommendations on how to back up information.

GLE Servers: Crandall has ordered two new servers. They are being configured and will be delivered to the library.

Carol reported from the Finance Committee: Carol explained the difference between an audit review and a full audit. JA reports on a cash basis. It will cost less to perform an audit review and it will meet the reporting needs of the JA. Motion: MVLS should authorize an Audit Review with third party letters of verification. (Germain motioned and Dallas seconded, passed.)

Sara reported from the Policy Committee: The committee met on January 29, 2010. They discussed:

- (1) The JA staff can no longer support the Micron model 365 or earlier machines. Work is being done to determine the impact of this decision on the membership. Adequate notice will be sent (keeping in mind the two different fiscal years) before any action is taken.
- (2) The JA staff is looking at ways to monitor the network via new routers. This will enable staff to recognize and ensure all machines on the staff or public networks meet with certain basic requirements. JA staff will define the requirements needed for workstations, servers and networks.
- (3) Libraries will still be encouraged to purchase equipment through JA. Equipment not purchased through JA will be “certified” by JA staff to ensure that they meet the minimum requirements before they can be included in the networks. The requirements will be reviewed and updated annually and sent to the membership with the agreements.

The committee will meet again after some of the background information is gathered.

Planning Committee: No report.

PAC Steering Committee: No report.

Operations Committee: The committee met and recommended a yearly address check and three year expiration for patron records. The “blocks” for these recommendations was supposed to be turned on by February 23, 2010. The blocks would be system-wide, rather than by individual library.

After the decision was made, some concerns were raised and need to be answered before turning on these blocks. Among the concerns:

Customer Service: The public may not bring the proper identification for the address check. People changing their addresses online would also have an address block because of the need for verification. There is no method at the current time to inform the public to bring identification.

Work Load: There will be additional work load for circulation staffs because of the potential of asking the public back with the proper identification. There will be issues with self-check stations as well.

After some discussion, the Operations Committee will be asked to revisit this issue to determine how often it will be necessary to verify addresses and if the three year expiration is adequate.

The Operations Committee has formed a subcommittee to standardize the borrower registration forms.

New reports have been created to help libraries resolve fees owed to each other. The trainers are working on instructions before we announce this information.

The next meeting of the Operations Committee will be April 7, 2010 at SALS.

Old Business: None

New Business: Jean Sheviak reported that CaDiLaC is back. It has federated searching but not real time circulation. The Emerging Technology Workshop (at CPH) on May 4 features Joe Murphy. He will present information on mobile technology and its impact on libraries.

There being no further business, the meeting was adjourned at 10:30 a.m. The next meeting is scheduled for May 11th at 9:30 at CPH.

Respectfully submitted,
Sara Dallas