

JOINT AUTOMATION COUNCIL
MVLS/SALS Joint Automation Project
Mohawk Valley Library System
MINUTES
September 14, 2010

Present: Michael Burnett, Carol Clingan, Sara Dallas, Barbara Germain, Mary Ann Hunter, Bob Jeffords, Andy Kulmatiski, Michele Largeteau, Jean Sheviak

Excused: Cheryl Cufari, Tim McDonough, Kathy Naftaly

Guest: Tom Gessick

Joint Automation Vice Chair Barbara Germain called the meeting to order at 9:30 a.m.

Tom Gessick (TM Byxbee) presented the 2009 Audit Review. Tom explained the differences between a full audit and an audit review. Burnett moved, Sheviak seconded the Audit Review. Motion passed.

The minutes of the May 11, 2010 meeting were approved unanimously (Clingan, Dallas).

Carol presented the Financial Statements for May, June, and July, 2010. She noted that the last computer equipment order has not yet been reimbursed by the member libraries. The anticipated fee income is on target. Burnett moved, Hunter seconded accepting the financials for audit. Motion passed.

Michele reported the following:

PC order: The new PCs were purchased from HP under the state contract. JA staff is configuring a new image for these machines.

Cassie: JA staff continues to work with libraries to install Cassie. SCPL is now completed, and staff will begin working with Crandall as part of the BTOP grant.

Purging/Patron data: JA is purging withdrawn items and associated bibliographic records monthly. Patrons will be withdrawn annually. Lost items, complicated patrons and fines are not being purged. JA through the Operations Committee will keep library staff informed. JA is working with POLARIS concerning the ID scrubbing.

Email Server: JA staff is working to switch the email server. It is possible to have it done by the end of October. The new Outlook is different.

Polaris Performance Problems: There were some performance problems in May. Polaris worked with JA staff to resolve them.

SAR RFID: Library staff at SAR are evaluating RFID.

BCCLS: Robert White and BCCLS staff visited with the JA staff and asked questions about Polaris.

FTH: JA is working with FTH staff to prepare for their move to the new location. A second RR line will be purchased per the new RR policy for free lines.

SCP: JA is working with SCP on their new building addition.

Time Warner Cable: Libraries are now required to sign a letter with Time Warner stating that the free Road Runner connections are only for public use. This may have an impact on JA expenses.

PUG: All of the JA staff will be attending PUG. They can be reached via phone if needed.

Carol reported from the Finance Committee: The Finance Committee met before the JA Meeting. A draft 2011 budget was distributed. Carol and Michele developed a budget with some reductions to keep expenses as low as possible. Using the JA survey, some items, such as Chilifresh will not be renewed. JA will stagger the replacement of staff computers over two years to lower the equipment line. An audit review, rather than a full audit will be done. Lower state aid is anticipated resulting in lower contributions from the two systems. While salaries did not increase, retirement and health benefits did. The air conditioner unit in the computer room is over 20 years old. \$10,725.00 is needed to match the Construction Aid funds. Clingan moved (Committee Motion), motion passed to Approve the 2011 Budget.

Policy Committee: No report.

Michele reported that the Operations Committee, will meet in October to discuss standards for the volume field. It was asked that the committee also develop a chart explaining ILL policies what items are not available for loan.

The Fines/Fees agreement will be posted on the Intranet.

Old Business: The JA survey data was used to develop the 2011 budget. Some items, like ChiliFresh were eliminated because of the low usage. Member libraries use, value, and are satisfied with JA services. Some services offered by JA are used by select libraries, but they are still are used, valued and are satisfied with them (i.e. Cassie). There are not many emerging services offered by JA.

New Business: Some libraries were concerned about the timetable given on the Workstation Policy. Michele will resend the message to the libraries explaining why older computers will not work with the new software and technology demands.

A motion was made, Clingan and seconded Dallas, to endorse the Fines and Fees Policy. Replacement cost, damage, collection agency, and credit card processing charges will always be forwarded to the charging library, all other fines and fees may be retained by the collecting library unless the total of such fines and fees collected on behalf of a particular library in a single transaction exceeds \$25.00, in which case the full amount is forwarded to the charging library. Motion passed.

Michael asked about the cost and decision to add EDIs. The cost is \$1,000 to pay the one time set up fee. It is then available to all libraries. A list of EDI available vendors will be compiled.

Due to the changes in tax law and unknown state aid, it is important to gather data to make informed decisions.

A motion was made by Burnett, seconded by Clingan that The JA Executive Committee shall explore the implications of making JA a separate entity. Motion passed.

A question was raised about adding information to the database pages. The new additions should be referred to the reference staff at both central libraries before free resource links are added.

There being no further business, the meeting was adjourned at 11:00 a.m. The next meeting is scheduled for November 9th at 9:30 at CPH.

Respectfully submitted,

Sara Dallas