

Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes
March 8, 2011
Clifton Park Halfmoon Public Library

Present: Carol Clingan, Cheryl Cufari, Sara Dallas, Barbara Germain, Robert Jeffords, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Tim McDonough, Kathy Naftaly

Excused: Michael Burnett, Jean Sheviak

Guests: Alex Gutelius, Ike Pulver

Council chair Tim McDonough called the meeting to order at 9:30 am. A motion was made to elect Michael Burnett Chair, Kathy Naftaly, Vice Chair. Carol Clingan moved, Tim McDonough seconded. All approved.

Kathy chaired the rest of the meeting.

The 2011 committee chairs: Finance Committee – Carol Clingan; Policy Committee – Sara Dallas; PAC Steering Committee – Carol Clingan; Operations Committee – Michele Largeteau. The Planning Committee was dissolved per the new JA Agreement. A motion was made to appoint the committee chairs. Bob Jeffords moved, Barbara seconded. All approved.

Minutes from the November meeting were distributed prior to the meeting. Barbara Germain moved, Mary Ann Hunter seconded, to accept the minutes as presented and all approved.

Carol presented the financial statements for October, November and December 2010, January 2011 and February 2011. Carol said that the cash balance is down as of the end of 2010 but the amount was less than budgeted and expected. The year ended in good shape. State aid cuts were offset by higher receipts from fees. JA can expect less state aid in 2011 with a proposed 10% reduction in State Aid to MVLS and SALS. The increase in circulation fees will help make up the state aid reductions.

Tim moved, Carol seconded, acceptance of the financial statements for audit. All approved.

Automation Project Manager's Report:

PC orders

All equipment has been delivered. Chris Mundell is developing a new lockdown for Windows 7. There will be three group PC orders per year, March 1, July 1, and November 1. Libraries will be given a month to place their orders. HP currently holds the State Contract. First order deadline will be April 1 for this year.

Cassie

Schuylerville is now connected.

New Training Server

A new training server was purchased and installed in time for the Polaris upgrade.

Polaris 4.0 Upgrade

In January, the trainers became familiar with 4.0 and prepared library staff with information regarding the upgrade. On March 1, the upgrade began after the libraries closed. Circulation was up and running the next day by 8:00 am, the PAC by noon. There are some issues with the reports and the trainers are working with libraries.

There are some bugs regarding patron registration, off line crashing and item call numbers. Polaris is working to resolve the issues and the trainers are helping until the problems are rectified by Polaris. This may mean a new build of Polaris to correct the bugs.

There are new features, Mobile Pac and a holds feature for series.

Saratoga RFID

Saratoga chose ITG and tagged about half of its collection. Ike Pulver thanked the JA staff, especially Diane Robinson for their help in this project

Time Warner Upgrades

Clifton Park-Halfmoon, Crandall and Saratoga have new staff lines, MVLS switched from Verizon to Time Warner (TW). These lines have more bandwidth for little or no increase in cost. TW reports that Schenectady Main will soon have access to a TW line.

Fort Hunter move

The library has moved. Chris Mundell will be moving the network.

Finance Committee: Carol reported that the auditor, TM Byxbee, quoted \$2600.00 for the audit review with third party bank balance verification. Barbara

moved, Bob seconded accepting the TM Byxbee quote for the audit. All approved.

Carol recommended that there will be no increase in automation fees for 2011. The money would be better used in the libraries to replace old equipment. A motion was made to keep the current fee structure for FY 2011. Bob moved, Tim seconded. All approved.

Operations Committee: Michele reported that the committee worked on the 4.0 settings. The next meeting will be held on April 6 at MVLS.

There were no other committee reports.

Old Business:

The JA Agreement was approved by the MVLS and SALS Boards of Trustees. Copies will be sent to the membership.

Now that the upgrade has been completed, the committee to look at credit cards will meet. Tim has asked that this be fast tracked.

New Business:

ChiliFresh – the contract expires mid May. Some libraries are interested in continuing the service at their own expense. Michele has alerted libraries to the subscription ending and the option to pick up the service. Interested libraries should contact Michele by April 1.

Item fees for online/downloadable items needs to be addressed. The Policy Committee will come up with some ideas for an equitable fee structure.

When the JA staff is ready, there will be a meeting of the PAC Committee to look at the 4.0 PAC changes and Mobile PAC.

Bob suggested that the JA Executive Committee begin exploring the legal and financial possibilities of JA becoming its own entity.

The next meeting is scheduled for May 10, 2011 at the Clifton Park-Halfmoon Library.

There being no further business, Tim moved and Carol seconded adjournment of the meeting. All approved.

Respectfully submitted,

Sara Dallas