Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes
June 15, 2011
Clifton Park Halfmoon Public Library

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

Council chair Michael Burnett called the meeting to order at 9:30 am.

Minutes from the March 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 March, April and May. Expenditures are down though this month we are seeing database subscription bills coming in and soon will have the pc order billing.

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

Bob moved, Sara seconded acceptance of the JA warrants for March April and May for audit and all approved.

Automation Project Manager Report:
- Polaris 4.0 upgrade – no real change since our last meeting, we are still waiting for some fixes before we go to another build, probably in the fall
  - Outstanding work – PAC/MobilePAC, text message notices
- Saratoga RFID
  - ITG – staff stations live, self-checks and gates to come (Mary Ann noted the self-checks would go live sometime next week)
- PC orders:
  - Deadline for the first Windows 7 order (and 1st order of 2011) is June 17th
  - There should be one more order in the fall – announce Oct 1st, deadline Nov 1st
  - Windows 7 lockdown has been challenging, but we want to spend the time up front on it.
  - Not many ordered so far.
  - We offered to upgrade Windows and Office for newer machines and few libraries are taking us up on that.
- New webserver implementation
  - Temp server gone
  - Most blogs on new server, including new MVLS blog (not released yet)
  - Still need to move SALS and its associated websites, database pages, old MVLS websites

- New Cassie version 3.3
  - New total time limit for a day, new timeouts, etc.
  - Tested here, installed at CPH
  - JA will assist with GLE, when we have staffing
  - Other sites – upgrade as new PCs are added GRN interested Cassie
- Year End for Jun/May fiscal year libraries, Jul/Jun coming
- Computer room air conditioning
  - Received grant
  - Equipment has been ordered
  - We requested a September installation, they may want to do it sooner and have assured us they can do it without disruption
  - No electrical changes required
- E-commerce
  - Met on May 17th – Kathy reported that they are asking some questions of Polaris and other sites and that Diane was doing some reporting for the committee
  - We owe them a report on payments (cash vs credit)
- CollectionHQ
  - Demo on May 24th

Finance Committee: Fieldwork for the Audit Review is happening today (June 15) at MVLS.

Operations Committee: Michele reported that the committee met on April 6 and discussed purging, volume field data entry standards, developing a list for staff for interlibrary loaning, and collection cleanup. The next meeting is August 3 at MVLS.

PAC Steering Committee: Carol reported that the committee met and discussed PAC changes that resulted from the Polaris upgrade and viewed new features, including a fix for the Reading History glitch and improved relevance searching. The Mobile PAC is available, though not yet announced. It does not work on all devices and some screen changes are being worked on.

Old Business: ChiliFresh contract expired. Clifton Park and Saratoga picked up the service at their libraries.

New Business: Carol asked about patron statistical classes for libraries chartered to serve school districts.

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

Respectfully submitted,

Carol Clingan