

Joint Automation Council  
MVLS/SALS Joint Automation Project  
Minutes  
September 14, 2011  
Clifton Park Halfmoon Public Library

**Present:** Michael Burnett, Carol Clingan, Cheryl Cufari, Sara Dallas, Robert Jeffords, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Kathy Naftaly, Jean Sheviak

**Excused:** Theresa Pavoldi, Tim McDonough

**Guests:** Jennifer Ferriss, Tom Gessick, Sally Gillich, Christine McDonald,

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

Tom Gessick, CPA of TM Byxbee presented the 2010 MVLS/SALS Joint Automation Project Audit Review. Tom explained the differences between a full audit and an audit review. He also explained that because the project uses a cash basis of accounting, cash to pay for 2010 member library purchases was received in 2011. He said that the date would be added in the final document on page five reflecting approval of the audit by the Council. He also reported that as a result of completing the engagement, there was nothing to bring to the table. The bank confirmations were sent and verified by the bank.

Minutes from the June meeting were distributed prior to the meeting. Jean Sheviak moved, Mary Ann Hunter seconded, to accept the minutes as presented. All approved.

Carol presented the financial statements for June, July and August. Carol reported that the exchange accounts are not even due to the different years in which the purchases were received and billed. The July overpayment was balanced in the August statement.

Mary Ann Hunter moved, Kathy Naftaly seconded, acceptance of the financial statements for audit. All approved.

Bob Jeffords moved, Carol Clingan seconded, acceptance of the JA warrants for June, July, and August for audit. All approved.

**Automation Project Manager Report:**

- Polaris 4.0
  - The text messaging for hold notices and reminder notices was turned on. Patrons must request it. These messages will be delivered between 9:00 and 9:30 am.
  - The New Build will be done off hours on October 25 through the morning of October 26, 2011. The build will contain the fixes the JA staff had requested.
- PC Orders: the first group of orders with Windows 7 is almost all delivered. The schedule for the next order: Pricing information sent out on October 1 and

due back on November 1, delivered to libraries in December before the new year.

- Cassie: Salem and Gloversville have upgraded Cassie. Greenwich is a new installation. Crandall, Saratoga and Clifton Park-Halfmoon have been upgraded. Any Cassie sites wishing to install Windows 7 PCs will require the new version. All Cassie sites will be upgraded to the new version as JA staff time permits.
- New Webserver: Everything is off the old webserver and onto the new one except the database pages and the SALS Blog site.
- E-Commerce: Kathy Naftaly reported that the committee met and that some additional work needs to be done. Carol Clingan will facilitate a meeting with the JA bank regarding credit card payments on the PAC. Turning on this feature is library specific.
- Collection HQ: Christine McDonald reported that a possible way to pay for this product is through a New York State Efficiency Grant. Before this goes further, the level of interest among the member libraries should be determined. There will be a demonstration of this product at PLA in March.
- GoToMeeting and GoToManage: Michele reported that the JA staff has been very pleased with this software. System staff are encouraged to take advantage of the free trial. Using this and GoToManage, JA staff will need to be on the road less time. The software can be used through headsets or the telephone. JA will purchase these products.

**Finance Committee:** Robert Jeffords moved and Carol Clingan seconded to approve the Audit Review. All approved.

**Policy Committee:** No report.

**PAC Steering Committee:** No report.

**Operations Committee:** Michele reported that the committee met on August 17. The individual library rules for Interlibrary Loan will be posted. The committee discussed full text messaging, holds issues, book club practices and suggested guidelines, and the new POLARIS build. The next meeting is October 5 at SALS.

**Old Business:** None to report.

**New Business:** Cataloging: Sara Dallas reported that SALS is moving forward to take advantage of automating cataloging to decrease the level of work on system and member library staff to maintain the PAC. MVLS, SALS and JA will develop procedures and guidelines.

Carol announced that there are many items in transit due to the flooding of Schoharie and Middleburg. Library administration should review their procedures to accommodate patrons who utilize these libraries.

There being no further business, Mary Ann Hunter moved and Kathy Naftaly seconded the adjournment of the meeting. All approved.

Respectfully submitted,

Sara Dallas