

Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes
November 9, 2011
Clifton Park Halfmoon Public Library

Present: Michael Burnett, Carol Clingan, Cheryl Cufari, Sara Dallas, Robert Jeffords, Michele Largeteau, Tim McDonough, Kathy Naftaly

Excused: Mary Ann Hunter, Andy Kulmatiski, Theresa Pavoldi, Jean Sheviak

Guests: Sally Gillich,

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

Minutes from the June meeting were distributed prior to the meeting. Carol Clingan moved, Sara Dallas seconded, to accept the minutes as presented. All approved.

Carol presented the financial statements for September and October 2011. Carol reported that the August statements were corrected to show proper amounts for fees and member library purchases. There was nothing unusual. She commended the JA staff for their careful spending. There are plans to purchase equipment before the end of the year. Kathy Naftaly moved, Robert Jeffords seconded, acceptance of the financial statements for audit. All approved.

Sara Dallas moved, Tim McDonough seconded, acceptance of the JA warrants for September and October for audit. All approved.

Automation Project Manager Report:

- Polaris 4.0
 - The new build was installed overnight on Oct 25/26. There were Time Warner Cable problems that were resolved by 9:30 am, circulation was available at 8:15 am and reports/notices were available by 11:00 am.
- The Computer room air conditioner was installed.
- Cassie
 - Still working on upgrades. GLV and JOH completed, will begin working with BUR, CAN, FTP, MEC, NOR, SVL. Will schedule SCP.
 - GRN installed and COB planning to purchase.
- Pc orders and support
 - MPC385 were purchased from July 2007 – Dec 2008. It is recommended, with a letter to explain why, to no longer support these machines by the end of 2012.
 - Last PC order for 2011 was placed. It is anticipated that all of them will be delivered by the end of December 2011.
 - Windows 7 has presented challenges to the JA staff due to mixed platform printing and older printers.
- E-commerce
 - Plan is to implement in the PAC first (there is no licensing costs or maintenance)
 - Libraries may use local banks for the banking component

- Cost to implement in staff: Hardware needed to be PCI compliant (up to \$1,000), per workstation license (\$450) and annual fee (\$150 per workstation)
- SCP Building project/wireless recommendations
 - JA staff working with SCP staff to move forward
 - Looking to change ISP
 - Recommending upgrades to their wireless hardware to make it more reliable and higher quality.
 - Recommending ways to better manage public bandwidth
- SHO/MID update
 - JA staff working with SHO and MID staff to recover from Irene
 - SHO will need to replace all PCs , network equipment and wiring
 - MID will need to replace staff PCs and some wiring
 - Notices have been re-established

Finance Committee: Carol reported on the draft 2012 budget. She praised the JA staff for their frugality and feels that the fee projection is accurate. Robert Jeffords reported that the draft budget looked good, but he felt that SALS Board may not approve the budget due to the \$3,500 financial services line. Carol moved to accept the 2012 budget. Motion failed because of the seven vote rule. Five ayes (Burnett, Clingan, Cufari, McDonough, Naftaly), two nays (Dallas, Jeffords).

The JA budget will be presented at the SALS 11/15/2011 and the MVLS 11/17/2011 Board Meetings. The JA can approve the budget electronically after the two board meetings.

Policy Committee: The SALS Directors will review the borrowing guidelines that were approved by the MVLS Directors at their next meeting.

PAC Steering Committee: No report.

Operations Committee: Michele reported that the committee met on October 5, 2011. The committee discussed purging status, text messaging notifications, book club guidelines, the new build, ecommerce status and Jennifer Ferriss reported on the PUG Conference. The next meeting is December 7, 2011 at MVLS.

Old Business: Cataloging – Sara Dallas reported that work continues to take advantage of automating cataloging.

New Business: The meeting dates for 2012: 1/11, 3/7, 5/9, 7/11, 9/12, 11/14

Sally Gillich will look to see if the meeting room at Clifton Park-Halfmoon is available.

Bob Jeffords moved and Sara Dallas seconded approving the date to end the support of the 385 MPC machines. All approved. Carol Clingan asked that a letter be sent explaining the reasons for the policy and reiterate that libraries may continue to use the machines until they fail or need service.

There being no further business, Michael Burnett adjourned the meeting.

Respectfully submitted,

Sara Dallas