

Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes - DRAFT
July 11, 2012
Clifton Park-Halfmoon Public Library

Present: Michael Burnett, Sara Dallas, Mary Ann Hunter, Andy Kulmatiski, Michele Largeteau, Tim McDonough, Paul Mays, Kathy Naftaly, Jean Sheviak, Eric Trahan

Excused: Cheryl Cufari,

Guest: Alex Gutelius

Council chair Mary Ann Hunter called the meeting to order at 9:30 am.

Reorganization: Jean Sheviak expressed interest remaining on the JA Council. Michael Burnett, Kathy Naftaly and Jean Sheviak were renewed for another term. Paul Mays will be the SALS board representative.

MVLS will look for a replacement for the director position on the JA Council.

Minutes from the January meeting were distributed prior to the meeting. Eric Trahan moved, Michael Burnett seconded, to accept the minutes as presented. All approved.

Financial statements for January – May 2012 were discussed. Kathy Naftaly moved, Jean Sheviak seconded, acceptance of the financial statements and warrants for audit. All approved.

Project Manager Report

- Laura Baker resignation
 - Laura accepted a position as the Assistant Director of the Schenectady County IT department.
 - JA is trying to get by with 5 staff and is assessing what skills sets needed when the department considers rehiring. At this point, a support person would be best, as opposed to a programmer. Jason Thomson has taken on the database/report programming, Mary Hanley has taken on the Cassie administration/installation work, and Chris Mundell has taken on the server/active directory work for Cassie and Polaris client deployment.

- Router replacement, mentioned at a previous meeting, has been completed
- SAR computer project – Matt Senac was injured and has since retired. We have offered our assistance to Brendan and Ike. Right after Matt's injury, JA worked with SAR staff to complete a project that was to relocate their public computers, assisting with wiring and PCs
- MID/SHO reopening
 - MID opened Jan 30
 - SHO opened June 21
 - MID (over \$2,500 to recover PC) Libraries will be encouraged to pursue backups either locally or in the cloud.
- Freegal/freading setup/mobile apps –
 - Working in the member libraries after some set up.
 - Mobile – Freading works; Freegal needs to provide the apps.
 - JA has asked libraries to check with them prior to signing contracts for this type of service – JA requires SIP over SSL for secure authentication, which isn't always a possibility
- Building projects:
 - SCP
 - new wireless in place
 - New provider – Tech Valley Communications
 - Building – new (2nd) network closet – hopefully ready for network installation this week, PC install with Cassie next week
 - MEC – Addition to building – relocating computers, children's room, adding meeting room – to be completed end of Dec
 - LKP – double building size, relocating the computers – no date yet – we recently moved all network equip out of the basement because it is so damp
- CPH request – firewall intrusion testing
 - CPH has recently been audited and has asked for firewall intrusion testing
 - It needs to be done as part of PCI compliance for e-commerce
 - Should probably be performed every year or two, by a different company each time
 - JA will be replacing its firewall and will do the intrusion testing after the wall is installed. Companies are being researched and JA will ask for quotes/proposals.
- Updating internet connection at SALS
 - The three year contract with Tw telecom is up for renewal soon and they are offering:
 - Increase 15Mbps fiber connection to 25Mbps for \$3.00 less per month

- Renewal of all point-to-point T1 connections to CPH, SAR and SCP at the same cost
 - Renewal of GLE point-to-point T1 for \$50.28 less per month
 - Total annual savings of \$639.36
 - JA is satisfied with Tw telecom's stability and service.
- Cassie – all sites upgraded to latest version (including SCP)
 - Added COB and AMS
- PC orders – Feb order out (except a few specific ones)
 - June order announced and will be processed soon
- Year-end processing for June/July fiscal years - completed
- Polaris 4.1 plans
 - Polaris is releasing 4.1 in phases
 - May – general release
 - June - ? – Integrated Federated search
 - Fall – 3M cloud library eBook integration
 - Depending on library needs, JA may recommend waiting for a later release
 - This would happen no sooner than fall 2012, and it will be tested on trainer first.

Committee Reports

- **Finance:** No report
- **Policy:** No report; will review the Data Retention Policy
- **PAC Steering:** No report
- **Operations:** has not met since October, some items have been discussed via email, but there have not been agenda items. The committee will probably meet in the fall, prior to 4.1.

Old Business

Representatives from the member libraries and the two systems will meet in August 2012 to begin reviewing: the JA agreement, overall expenses and the JA budget, the structure of JA, and possibly a new fee structure to include eContent.

Eric Trahan and Sara Dallas will develop an agenda and a time-line.

New Business

SALS will begin a construction project to build a training room. In the process, the building will be rewired with Cat 6 wire.

The meeting was adjourned at 10:15 am.