

Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes - DRAFT
September 12, 2012
Clifton Park-Halfmoon Public Library

Present: Michael Burnett, Cheryl Cufari, Michele Largeteau, Tim McDonough, Paul Mays, Kathy Naftaly, Eric Trahan

Excused: Sara Dallas, Mary Ann Hunter, Andy Kulmatiski, Jean Sheviak

Guest: Jennifer Ferriss, Alex Gutelius, Angela Strong

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

Because only 6 voting members were present, quorum was not met. It was agreed that we would present information and table motions until the next meeting.

Minutes from the July meeting were distributed prior to the meeting.

Financial statements for June - August 2012 were distributed.

Project Manager Report

- PC orders – The last order was fairly small. The next order will be announced October 1st and will be the last scheduled group order for 2012.
- Viruses – JA staff have been responding to ongoing problems with viruses and malware on staff machines and Cassie manager PCs. Member library staff have been instructed NOT to use these devices for browsing, but problems are still occurring. We are working on developing a lockdown that will work with circulation and Cassie manager machines. Cassie managers are very difficult to clean and rebuild quickly and all public computers are down when the manager is down.
- Previous patron – Diane has developed the code to clear previous patron information from item records once 31 days have passed. We are working to rewrite the Data Retention policy.
- Building projects
 - SCP - addition completed
 - MEC – ongoing
 - WAT – renovations completed
 - Wiring at SALS has been completed

- Training room at SALS will begin construction this month
- Firewall project – Staff is working with consultants to evaluate the best solutions. There are newer firewall technologies available. We hope to implement before the end of the year and include changes in security necessary for PCI compliance for e-commerce.
- JA staffing – Existing JA staff have stepped up and taken on more responsibility. We have divided up Laura's major responsibilities between Mary, Jason and Chris. We are planning to wait as long as possible before hiring, and will not replace at the same level. We have included a new, entry-level position in the 2013 draft budget and compensation for Mary, Jason and Chris.
- PUG 2012 – Is in Syracuse and all JA staff will be attending. Michele and Chris will be going for 2 days and the others for 3. We find these meetings very beneficial and appreciate the opportunity to participate.

Committee Reports

- Finance:
 - Draft 2013 budget was distributed
 - 2011 Audit Review report was distributed
- Policy: No report
- PAC Steering: No report
- Operations: has not met but will do so as soon as a schedule is in place for the next Polaris upgrade

Old Business

Representatives from the member libraries and the two systems met on August 22, 2012. Three main points discussed were:

- Amendments to the agreement regarding reimbursements and in-kind services for systems
- Clarification of services in regard to telecommunications
- Possible changes to details of the financial responsibilities

The group will be meeting again in the near future.

New Business

Distance to JAC meeting locations and possible changes were discussed.

The meeting was adjourned at 10:00 am. The next meeting will be November 14, 2012 at 9:30 at CPH.