

Joint Automation Council
MVLS/SALS Joint Automation Project
Minutes - DRAFT
November 14, 2012
Clifton Park-Halfmoon Public Library

Present: Cheryl Cufari, Sara, Dallas, Devon Hedges, Mary Ann Hunter, Michele Largebeau, Tim McDonough, Paul Mays, Kathy Naftaly, Eric Trahan, Mary Ann Warner

Excused: Michael Burnett, Jean Sheviak

Guest: Alex Gutelius

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

Devon Hedges and Mary Ann Warner were welcomed to the meeting.

Minutes from the October and July meeting were distributed prior to the meeting. A motion was made by Tim McDonough and seconded by Kathy Naftaly to approve the October 2012 and July 2012 minutes. Motion passed.

Sara Dallas reviewed three policies that were distributed prior to the meeting.

The Workstation Purchase Policy: the policy needs to be update yearly to include machines that are no longer supported by JA. On a motion made by Kathy Naftaly and seconded by Tim McDonough, the policy was approved.

Access to Polaris: All devices, whether used in the library building or remotely that connect with POLARIS must be clear of Malware or Viruses. On a motion made by Tim McDonough and seconded by Mary Ann Hunter, the policy was approved.

Network Connections Policy: Network connections to POLARIS must be secure to protect the data on the POLARIS system. Library staff and JA staff need to communicate to keep the network secure. On a motion made by Mary Ann Hunter and seconded by Tim McDonough the policy was approved.

The three policies will be approved at the next MVLS and SALS Board Meetings. They will be posted on the JA Intranet and distributed to all of the participating member libraries.

There was a discussion regarding library staff, computer use and email privacy expectations. A document will be developed and sent out to all the libraries in January 2013. It is very important that staff understand that there are no expectations of privacy when using a work computer and email account. All staff should sign the document acknowledging the privacy expectations.

Financial statements for June – October 2012 were distributed. A motion made by Sara Dallas and seconded by Eric Trahan to approve the financial statements for June – October 2012. Motion passed.

Report of the Automation Project Manager:

PC orders – last order for 2012 placed at the beginning of November

Firewall project – working with Tony Peruzzi and Rob Scott - looking at different solutions

Quotes are being solicited and expect to order and install by year end.

Exploring existing firewall and VPN solution (how JA staff accesses the servers for support from home). Additional security for access to Polaris and security for the web servers will be implemented. Newer technologies available and needed for PCI compliance.

E-commerce

WAT will be turning on credit card payments in the PAC 1/1/13 – they will be the first

Diane is working on a document to show the options – includes costs, implications, security aspects and our recommendations

RFID

Mid-York visited GLE and SAR in late October to learn more

JA will be meeting with SCP staff on Dec 3rd to discuss their grant for RFID and start the RFP process.

PUG 2012 – all JA staff attended 2 or 3 days. Polaris info very good, some topics were presented concurrently.

CPH server – purchased and setup via JA in record time – CPH staff cut over to the new server on Veteran's Day. Project went well.

SAR projects

Diane participated in the interviews for IT staff.

Upcoming project to renovate the Children's Room, JA staff will work with SAR as needed.

Building projects

SALS training room

MEC – no word since the last meeting

WAR – planning to finish renovations – working with Chris on wiring/network plans

Committee Reports

Finance:

Draft 2013 budget was distributed. Eric Trahan reviewed the budget. On a motion made by Eric Trahan and seconded by Tim McDonough the 2013 JA Budget was approved.

2011 Audit Review report was distributed. On a motion made by Eric Trahan and seconded by Tim McDonough, the 2011 Audit review was approved.

The 2012 JA budget needed budget amendments as follows:

Move \$391.04 from Syndetics and \$600 from Travel to Supplies
Move \$12 from Travel to Novelist

On a motion made by Eric Trahan and seconded by Sara Dallas, the budget amendments were approved.

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

No update on the agreement meetings. The group will meet on November 19, 2012.

New Business

Distance to JAC meeting locations and possible changes were discussed. It is agreed that the JA meetings will be held alternately at MVLS and SALS. The meetings for 2013 are as follows:

January 9, 2013	9:30 at SALS
March 13, 2013	9:30 at MVLS
May 8, 2013	9:30 at SALS
July 10, 2013	9:30 at MVLS
Sept 11, 2013	9:30 at SALS
Nov 13, 2013	9:30 at MVLS

The meeting was adjourned at 10:20 am. The next meeting will be January 9, 2013 at 9:30 at SALS. Any fee increases for 2014 must be decided at that meeting.