

Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
January 9, 2013
Southern Adirondack Library System

Present: Michael Burnett, Cheryl Cufari, Sara Dallas, Devon Hedges, Michele Largeteau, Tim McDonough, Paul Mays, Kathy Naftaly, Jean Sheviak, Eric Trahan, Mary Ann Warner.

Excused: Mary Ann Hunter

Guest: Ike Pulver

Council Vice Chair Michael Burnett called the meeting to order at 9:30.

Eric Trahan presented Devon Hedges as the MVLS candidate for Chair, and Sara Dallas presented Kathy Naftaly as the SALS nominee for Vice Chair. Eric Trahan moved and Cheryl Cufari seconded, and the officers were approved.

Devon Hedges presided over the rest of the meeting.

The minutes from the November 14 2012 meeting were reviewed and approved. Motion: Michael Burnett. Second: Tim McDonough.

Financial reports for November and December 2012 were reviewed and received for audit. Motion: Michael Burnett. Second: Eric Trahan,

Payment Warrants for November 2012 were reviewed and received for audit. Motion: Kathy Naftaly. Second: Tim McDonough.

Project Managers Report: Michele reported all year end processing has been completed. The Polaris annual report information has been created and will be available soon. Equipment from the last group order is being configured. The next group order will be in February.

The new firewall was installed on 12/17. On Jan 1st, a problem with the configuration that allowed attempts to access our SQL databases on circ, trainer and pac was discovered. Because of rigorous password protection, there was no access. JA staff contacted the firewall consultant and the problem was quickly resolved (there was an open path left inadvertently during VPN troubleshooting). As a precaution all administrative passwords were changed. Diane did additional testing and found evidence of no other problems.

JA will next replace the VPN system that allows remote access for JA staff. This may be extended to member library tech staff.

Firewall penetration testing will take place later in the year. This testing will be repeated every 1.5 years, using different companies.

E-commerce is difficult. PCI compliance keeps changing. The Polaris upgrade, 4.1 includes new options for e-commerce that affect the level of PCI compliance necessary. If used, a library can be Level A, based on info from PUG. The JA staff will continue to research this. The current 4.0 solution is Level C, which requires more rigorous security.

The Levels are as follows:

Level A – staff doesn't have card, no info saved, no info passes through our network or server – data is encrypted and direct to the merchant.

Level B – a device direct to bank (at circ desk) outside our network, but staff handles card

Level C – no info saved, but data does pass thru our network encrypted (PAC)

Level D – Everything else – Very difficult to meet security requirements

Waterford is working with their bank to start using E-commerce. They will implement via Level C solution.

JA will recommend that any future libraries wait for Polaris 4.1 to implement at Level A.

Self-checks in Crandall and Saratoga are currently Level D, because the readers are not encrypted. JA recommends that these libraries replace their readers with encrypted readers for better security (which would make them Level A).

As part of PCI compliance, JA will need to develop formal security policies, which have been started. JA is taking this very seriously because a breach due to lack of PCI compliance will be fined \$150,000 per incident per NYS law.

The RFID process for Schenectady County Public Library is starting with product demos.

JA staff held a meeting with member library tech staff at the Clifton Park -Halfmoon Library. The meeting was informative. The group will meet a few times a year to keep communication flowing and to share skills and solutions

Committee Reports

Finance: The council accepted the audit review proposal from T.M. Byxbee at a cost of \$2,600. The proposal is unchanged from the previous year. Motion: Sara Dallas. Second: Tim McDonough.

There was discussion on fees for 2014. Issues include the fund balance, the schedule to upgrade servers, including e-content circulation in the fees and the fee structure. Two actions resulted.

The Council approved keeping the 2014 fee formula unchanged from 2013. Motion: Eric Trahan. Second: Sara Dallas.

A plan was proposed for addressing the issues raised in the discussion. Michele Largeteau, Sara Dallas and Eric Trahan will develop a document that provides the history and rationale for the current fee formula. All members will be invited to a meeting to provide their input into the discussion, and the JA Council will make a decision on 2015 JA fees by July 2013.

Policy: No Report

PAC Steering: No Report

Operations: No Report

Old Business

Status of meetings re: Agreement. Sara provided a timeline of the meetings to date and talked about the SALS/MVLS agreement, which, per the language in the agreement, is up for review every two years. She and Eric reviewed the changes to the financial procedures agreed on to date. Eric and Sara will continue to meet to develop procedures for in-kind commitments and reimbursements. An amended agreement will be presented to the two system boards for approval later this year.

New Business

There was a general discussion of the merits and costs of Collection HQ. Some members expressed an interest in a live demo. The two systems will continue to investigate.

The meeting was adjourned at 10:35. Motion: Eric Trahan. Second: Tim McDonough.

Next Meeting: Wednesday, 3/13/2013, 9:30am @ MVLS