

Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES
March 13, 2013
Mohawk Valley Library System

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

Excused: Devon Hedges, Paul Mays

Guest:

Council Vice Chair Kathy Naftaly called the meeting to order at 9:30.

The minutes from the January 9, 2013 meeting were reviewed and approved. Motion: Michael Burnett. Second: Mary Ann Hunter.

Financial reports for January and February 2013 were reviewed and received for audit. Motion: Eric Trahan. Second: Tim McDonough.

Payment Warrants for December 2012, January 2013 and February 2013 were reviewed and received for audit. Motion: Michael Burnett. Second: Mary Ann Hunter.

Project Managers Report:

PC Orders: The current round of orders was announced on 2/26/13; member's orders are due on 3/25. Members are reminded that the goal for JA computers is 4 yr life.

Building Projects: The Mechanicville renovation/expansion is ongoing. They are adding 8 PCs. Warrensburg is finishing a renovation and new addition that is scheduled to open this fall. Lake Pleasant is in the planning stages for a project. Michele reiterated that it is best to bring JA in early in a project.

Firewall Project: The firewall is now working well. The staff is working on VPN. Intrusion protection will be explored later in the summer.

E-Commerce: PCI compliance continues to be a learning experience. The staff is working on equipment recommendations, and urges libraries to wait to purchase new equipment, Sara looking into insurance to cover compliance issues.

RFID: Schenectady hopes to have a contract by 7/1/13. Many meetings and proposals have gone into the planning. The grant expires in June 2014.

Polaris 4.1. The upgrade will occur overnight on 5/14/13. The upgraded product will be available on trainer by 4/1. The PAC and mobile PAC are expected to have significant changes.

JA PC Support. Microsoft has announced that Windows XP will no longer be supported after April 8, 2014. This will affect the replacement schedule. The updated schedule is as follows: the last Microns were unsupported as of 12/31/12, DELL 755s will not be supported after 12/31/13, and the rest of the Dells after 4/1/14. Since XP will no longer be supported and there is no viable upgrade path libraries are strongly encouraged to stop using XP as of 4/1/2014. Michele will send a notice to the members. All HP workstations can and will be upgraded to Windows 7.

SysAid. This is software for tracking computer support calls. It is being implemented, and should improve service.

Additional Employee. Michele is currently advertising for an entry level tech support PC person with a 2 year AS degree. JA has been short one staff person since Laura Baker left.

Committee Reports

Finance: No Report

Policy: No Report

PAC Steering: No Report. The committee will need to meet due to 4.1.

Operations: No Report. The committee will need to meet due to 4.1.

Old Business

Status of meetings re: Agreement Sara and Eric reported that they are close to an agreement on the in-kind costs to each system. For future financial reports, these in-kind costs will be incorporated into the monthly reports.

2015 Fees: Sara provided some history on the fees and the recent discussion. It was proposed that JA hire Carson Block to facilitate the discussion and assist in reaching consensus on a fee formula. It was noted that we will need a budget amendment to cover the cost, but that it will not add to the overall JA budget. Hiring Carson Block was approved. Motion: Michael Burnett. Second: Cheryl Cufari. A date of May 30 was suggested for the facilitated session with member libraries. Ways to maximize participation were discussed. (The date has subsequently been set for May 28.)

Collection HQ: Sara asked about continued interest. A webinar will be scheduled with Kathie Graham. Sara asked members to send questions to her.

The meeting was adjourned at 10:21. Motion: Mary Ann Hunter. Second: Tim McDonough.

The next meeting of the JA Council will be May 8, 2013 at SALS.