

**Joint Automation Council**  
**MVLS/SALS Joint Automation Project**  
**MINUTES - DRAFT**  
**May 8, 2013**  
**Southern Adirondack Library System**

**Present:** Sara Dallas, Devon Hedges, Mary Ann Hunter, Michele Largeteau, Paul Mays, Tim McDonough, Kathy Naftaly, Jean Sheviak, Eric Trahan, Mary Ann Warner.

**Excused:** Michael Burnett, Cheryl Cufari.

**Guest:** Jen Ferris.

Council Chair Devon Hedges called the meeting to order at 9:32.

The minutes from the March 13, 2013 meeting were reviewed and approved. Motion: Eric Trahan.  
Second: Mary Ann Hunter.

Financial reports for March and April 2013 were reviewed and received for audit. Motion: Tim McDonough. Second: Kathy Naftaly.

Payment Warrants for March and April 2013 were reviewed and received for audit. Motion: Jean Sheviak. Second: Mary Ann Hunter.

**Project Managers Report:**

PC Orders: There was an image problem with PCs ordered in November 2012. These machines will be reimaged. The initial 2013 PC order took place in March due to issues with the state contract web site. Machines should be deployed in May/June. The other 2013 orders will be on schedule.

Building Projects: The Mechanicville Library project is nearing completion with new wireless and a computer lab, etc. The Warrensburg Library is installing new cabling. The Mont Pleasant Schenectady branch library is renovating and moving all network equipment and drops.

RFID: Michele, Diane, Jason and Sharon O'Brien have been assisting with evaluating the bids received. Schenectady hopes to award a contract in June. Tagging will start by July. One vendor uses the cloud for storing patron data. This may be an issue with NYS confidentiality laws. Jean suggested getting a statewide group (NYALS?) involved to verify that vendors comply with NYS law. Michele is gathering information. Devon suggested looking what the NYS Health Department is doing. They have gone to cloud storage

Polaris 4.1. JA staff has been working on getting everything ready for the May 14-15 install of the new software. Since the database must be re-indexed, the time span of the upgrade is uncertain.

Additional Employee. Michele has received 9 applications to date. The deadline is next week. The position should be filled in June.

### **Committee Reports**

Finance: No Report

Policy: No Report

PAC Steering: The committee met on May 2 at CPH to make decisions concerning the changes and new options with POLARIS 4.1

Operations: The committee met on April 15 to discuss 4.1 changes. A message will go out within days, giving libraries choices concerning the new options.

### **Old Business**

Status of meetings re: Agreement: Discussion on in-kind numbers and the budget is ongoing.

2015 Fees: Carson Block will facilitate the May 28 discussion and assist in reaching consensus on a fee formula. Sara distributed a draft of Carson's one-page handout. Devon suggested this go out before the meeting. Sara shared the various ways to participate and talked about the value of JA, and the fee issues.

The meeting was adjourned at 10:10. Motion: Sara Dallas. Second: Tim McDonough.

The next meeting of the JA Council will be July 10, 2013 at MVLS.