

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

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

Excused: Mary Ann Hunter

Guest: none

Council Chair Devon Hedges called the meeting to order at 9:27.

The minutes from the September 11, 2013 meeting were reviewed and approved. Motion: Michael Burnett. Second: Cheryl Cufari.

Financial reports for September and October 2013 were reviewed and received for audit. Motion: Michael Burnett. Second: Tim McDonough.

Payment Warrants for September and October 2013 were reviewed and received for audit. Motion: Eric Trahan. Second: Cheryl Cufari.

Project Managers Report - Michele reported:

PC Orders: The last order of year has been received and is now ready for ordering. There will be one more order early in 2014 before the April 8 deadline for libraries to replace all machines running Windows XP. Michele recently sent out an additional notice to members reminding them of this deadline.

Firewall – IDS/IPS: IDS/IPS stands for “intrusion detection & intrusion protection”. The new system has been in place for 2 weeks. There have been several intrusion attempts on the web/blog server. There was a discussion of the security of data and liability issues. The firewall penetration testing will be done shortly. An RFP has been sent to 6 regional firms.

SCP RFID & EDI projects: SCP staff has recently received training on self-check. Construction is ongoing for the installation of the sorter. Tagging is ongoing. SCP is a pilot site for enriched EDI, which will allow vendors to ship items shelf ready. These items are already linked to Polaris item records.

SAR VOIP: SAR is implementing a voice over IP phone system that will share the existing JA data network. JA staff is working to insure that PCI and other security standards are maintained while opening the network up to VOIP

Collection HQ: Procedures are being set up for the regular transfer Polaris data to CollectionHQ for participating SALS libraries.

E-commerce turned on for WAT: Tim reported on the progress of credit card processing linked to Polaris. The setup with the vendor was very complex. The system is now functioning. The public is pleased. The process is done by the library user at the PAC in real time - the user pays a fine at the PAC and can immediately come to the desk and the fine is off the record.

WAR renovations: The renovations are complete.

Upgrade to staff lines at CPH, GLE, SAR: In working to resolve a service issue at GLE, JA discovered an opportunity to improve connections at CPH and SAR at reduced cost.

Committee Reports

Finance: Eric reported on the Finance Committee open planning & information meeting on October 29. The proposed 2014 JA budget has been approved by both system boards. Copies, including the in-kind contributions from the systems, were distributed. Copies of the final reviewed 2012 financial statements, prepared by T.M. Byxbee were also distributed. There was discussion on the proposed fees for 2015. A motion to raise the circulation fee to \$0.11 per transaction in 2015 was approved unanimously. Motion: Tim McDonough. Second: Paul Mays. After approval by the 2 system boards, 2015 fees will be \$0.09/item and \$0.11/circulation.

Policy: No Report

PAC Steering: No Meeting. The issue of the day is language in PAC for requests, specifically for first available copy and item specific requests. The committee will continue to experiment and discuss.

Operations: No Report

Old Business

Status of meetings re: Agreement: Both system boards have approved amendments to the JA agreement. Copies of the new agreement were distributed and discussed.

2015 Unaffiliated party term: Discussion: Jean Sheviak will remain on the JA Council until retirement, and we will look to the new CDLC Director when they are appointed.

New Business

LEAP is a new Polaris service. It is a browser based staff client that will run selected staff functions from any device that can run a browser, including mobile devices. This is an added service with both one-time and ongoing costs. JA should make a decision by April to get the reduced introductory pricing. Staff will continue to gather information.

Innovation Committee: After discussion, it was determined that JA would benefit from a committee to help identify and study new initiatives like LEAP. Michele, Sara and Eric will develop a committee charge and a proposal for members. Tim McDonough volunteered to chair.

2014 meeting dates/times/places: After discussion, the consensus was to continue the current practice of meeting every other month on the second Wednesday, alternating the meeting location between SALS and MVLS. The March meeting will be on the third Wednesday (3/19/2014) to avoid a conflict with PLA.

The meeting was adjourned at 10:40. Motion: Sara Dallas. Second: Eric Trahan.

The next meeting of the JA Council will be January 8, 2014 at SALS.