Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
January 8, 2014
Southern Adirondack Library System

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

Excused: Cheryl Cufari,

Guest: none

Council Chair Devon Hedges called the meeting to order at 9:35.
New members to council, Karen Bradley and Erica Wing were introduced. Kathy Naftaly, incoming Council Chair, continued the meeting. Devon Hedges is the new Vice Chair.

The minutes from the November 13, 2013 meeting were reviewed and approved. Motion: Tim McDonough. Second: Mary Ann Hunter.

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

Payment Warrants for November 2013 were reviewed and received for audit. Motion: Eric Trahan. Second: Tim McDonough.

Project Managers Report - Michele reported:
PC orders: Laptops are completed and have been sent out to the libraries. Images for the towers are being completed and configuration and delivering the units will be done as soon as possible. Gathering quotes for the next order have begun to have the computers in place when the XP machine are no longer supported. The next round of orders will be January, May and September.

SCP projects: RFID tagging for the Central collection is almost done, then work will begin on the branches. Central library staff is using RFID for check in/out, sorter is in use, and gates are in use.
Self-checks are configured (without payment at this time). JA staff is working with SCP on the new Family Literacy Center and has asked to be part of future meetings. The Hamilton Hill branch closed unexpectedly on 12/18 due to Carver Center closing. JA staff worked with MVLS and SCPL to close the branch and remove network equipment. Diane Robinson and Michele Largeteau attended a SCPL Board of Trustees meeting on 12/19/2013 to explain what JA does, JA fees, and the services SCPL receives from JA.

SAR VOIP: The project is completed – with a setup that provides security between networks and allows the maintenance of PCI compliance for self-checks.
NOVEL database links: All links have been changed to geolocation.

Collection HQ: The product is now live for SALS libraries. An automated monthly extract provides data to Collection HQ.

Firewall IDS/IPS/VPN/penetration testing: IDS/IPS installation complete and the licensing issues are resolved. JA staff is still completing some VPN changes and investigating some possibilities. JA staff contacted 6 companies regarding penetration testing. Three companies responded and two are possible companies.

Quick terminology summary:
- Vulnerability scans / assessments – internal, external and wireless – use a software program to scan all possible IP addresses looking for devices, and for those devices assess (as much as possible) the open ports, hardware and software versions, etc. then compare that assessment with a list of known vulnerabilities to produce a report of possible vulnerabilities
- Penetration tests – internal, external and wireless – can be "Black", "White" or "Grey" (depending on how much information that is provided to the vendor) - attempt to exploit the vulnerabilities to see how far they can get. May also include "social engineering" and/or "facilities" assessments.

The approach that both vendors suggest is:
- Vulnerability scan external and internal (one company calls that the "Basic" penetration test, but we didn't get a price)
- Discuss results with JA staff and assist with remediation
- Perform a more rigorous external (vulnerability / penetration) test (one company is calling this "Informed White Box Penetration Testing" and another calls it "Advanced" penetration testing Provide reports of findings

Consider purchasing (different) additional services from each:
- More extensive web server testing (One company calls this Advanced Webserver OWASP Test). This should be done by Polaris.
- IDS Assessment
- Wireless network assessment (a good idea)
- Security Policy creation (a very good idea)

Michele will contact the Clifton Park-Halfmoon library staff to find out more specifics about what their auditors were recommending. Then she and Diane will make a recommendation, which will include outsourcing the security policy creation in addition to the testing.

Polaris upgrade to 4.1 R2 & Hardware: JA staff is researching hosted vs new servers. There are some issues including different passwords, timing and future Polaris upgrades.

Committee Reports

Finance: Eric reported that the December 2013 financial reports are not ready due to the timing of the January meeting. Eric complimented Michele and the JA staff for staying within the budget in 2013. Move $450 from line 437 (Professional Fees) to line 430 (office supplies) to cover the expense of additional tapes.   Motion: Eric Trahan. Second Devon Hedges. Approved. Move $190 from line 437 (Professional Fees) to line 438 (Membership fees). Motion: Eric Trahan. Second: Devon Hedges. Approved. Contract with T.M. Bixbee to do 2013 Audit Review of JA for $2600. Motion: Eric Trahan. Second: Tim McDonough.

Policy: No Report

PAC Steering: No Meeting.

Operations: No Report

Old Business
MVLS and SALS boards approved the proposed fees for 2015 (raise the circulation fee to $0.11 per transaction in 2015). Announcements regarding the 2015 JA Automation Fee structure $0.09/item and $0.11/circulation will be sent to all members.

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. POLARIS will be contacted to provide a webinar and additional information before a decision is made to purchase.

New Business
Sara Dallas relayed an incident with a patron asking about the security of the database. It was suggested that a FAQ be developed for all libraries regarding security and privacy.

Sara Dallas thanked Devon for his work as Chair. Karen Bradley thanked the JA staff for all of their work with the RFID project.

The meeting was adjourned at 10:30. Motion: Eric Trahan. Second: Devon Hedges.

The next meeting of the JA Council will be March 19, 2014 at MVLS.