Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
March 19, 2014
Mohawk Valley Library System

Present: Karen Bradley, Cheryl Cufari, Devon Hedges, Mary Ann Hunter, Michele Largeteau, Paul Mays, Kathy Naftaly, Jean Sheviak, Eric Trahan, and Erica Wing.

Excused: Sara Dallas, Tim McDonough

Guest: Jen Ferris

Council Chair Kathy Naftaly called the meeting to order at 9:37.

The minutes from the January 8, 2014 meeting were reviewed and approved with a correction: the spelling of Devon Hedges' name. Motion: Mary Ann Hunter. Second: Jean Sheviak.

Financial reports for December 2013 and January and February, 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Devon Hedges.

Payment Warrants for December 2013 and January and February, 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Devon Hedges.

Project Managers Report - Michele reported:
PC Orders: All of the computers from the most recent order have been received at SALS. The order includes 99 desktops and 11 laptops. JA staff is busy configuring these machines, in the hope of having all implemented by 4/8.

Windows XP Retirement: When all of the new computers are implemented, all machines on the JA network will be compliant. There will still be a few stand-alone machines out there but they will be off network.

SCP RFID: SCP currently has one self-check operational - several more should be on soon. Karen Bradley thanked JA staff for their support during this process.

Firewall – IDS/IPS/VPN/penetration testing: Michele has been looking for guidance on what to include in the testing. At this point, the plan is to hire a vendor -Cyber Defense Institute (CDI) - to perform the following testing: Vulnerability Assessment - internal and external, and Informed Penetration Testing, as well as web application testing for the PAC, email, trainer & reports. JA staff will require sites that are part of our network (SCP, SAR, CPH, GLE) to certify (& sign) every three months that they have audited for no staff wireless access and drops.

Security Plan: In addition to performing the security testing above, Cyber Defense Institute can help develop a security plan. Michele has developed a current description of what JA does to protect data. It was distributed to the council, and will be on the intranet.

Polaris Server Replacement: will be coming soon.

Committee Reports

Finance: No Meeting. There was further discussion on the CDI proposal. The council approved a motion to authorize Michele to contract with CDI to perform the services outlined above at a cost not to exceed $25,000, which will come from the JA fund balance. Motion: Eric Trahan. Second: Paul Mays. A budget amendment will be presented after the actual amount is known.

Policy: No Report

PAC Steering: No Meeting.

Operations: No Report

Innovation Committee: Eric reported on the committee status. Eric and Sara will develop an amendment to the agreement that authorizes additional "user committees" like the proposed Innovation Committee. The intent is to hold meetings for interested parties to discuss and explore possible new technologies and services.

Old Business

LEAP: LEAP is a Polaris upgrade that is currently in development. It is a browser-based staff client that will be developed and released over the next few years, beginning with a circulation module that should be available in fall 2014. Polaris is offering early adopter pricing for customers who sign on before April 15. After that date the price will double. Polaris has made it clear that sometime in the future they will stop upgrading the current staff client and will concentrate on the web-based product.

After discussion on the relative costs and advantages for libraries, the council voted to proceed as an early adopter of LEAP at a start-up cost of $25,212, with ongoing annual maintenance of $4,125. A 25% payment will be due when the order is sent in. Motion: Paul Mays. Second: Mary Ann Hunter.

The council clarified that these costs would be paid through the JA fund balance, and will not have an appreciable impact on fees. Budget amendments will be proposed at a future meeting.

New Business

The Council offered a thank you to Jean Sheviak for her many years of service as the very engaged "Unaffiliated party" on the JA Council. Jean has served on the Council/JAGB since 1998.

The meeting was adjourned at 10:30. Motion: Karen Bradley. Second: Mary Ann Hunter.

The next meeting of the JA Council will be May 14, 2014 at SALS.