

**Joint Automation Council**  
**MVLS/SALS Joint Automation Project**  
**MINUTES - DRAFT**  
**July 9, 2014**  
**Mohawk Valley Library System**

**Present:** Karen Bradley, Cheryl Cufari, Sara Dallas, Kathleen Gundrum, Devon Hedges, Michele Largeteau, Tim McDonough, Kathy Naftaly, Eric Trahan, and Erica Wing.

**Excused:** Mary Ann Hunter, Paul Mays

**Guest:** Angela Strong

Council Chair Kathy Naftaly called the meeting to order at 9:35 am.

The minutes from the May 14, 2014 meeting were reviewed and approved. Motion: Tim McDonough. Second: Eric Trahan.

Financial reports for May and June 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Cheryl Cufari.

Payment Warrants for May and June 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Cheryl Cufari.

**Project Managers Report - Michele reported:**

PC orders: Latest group order was delayed due to State contract issues, there will be a slight increase in pricing. Orders are due back to JA on August 4, 2014

SCP RFID: Construction continues on circulation desk/self-check locations/reference desk. The tagging processes is continuing. SCPL is waiting for County approval for credit cards to implement the self-check stations.

Firewall penetration testing: The report from CyberDefense was thorough. There are a few recommendations that need to be implemented. The network is secure from the outside due to the diligence of the JA staff.

Security Policy: The policy is 145 pages. There are 17 different policies for different audiences. Diane Robinson and Michele are reviewing the document and will bring a draft to the Policy Committee later in the year.

Network Changes: Due to problems working with Verizon, plans are in the works to change the current TW telecom contract to install 2Mg fiber from CPH to SALS. This change will eliminate working with Verizon, allows for a month-to-month account and will lower the network cost. If all goes well at CPH, JA will consider doing the same at GLE, SAR, and SCP. It will be an additional \$222 per month, \$2664 per year when all sites are implemented.

For CPH, GLE and SAR, domain controllers (DC) are required to provide current services. This includes: single username/password for Polaris, email and local network and the ability to use

the Polaris client. JA will purchase and maintain the DCs, beginning with SAR. Guidelines will be developed for these servers to include local staff requirements and how they will be used.

In order to keep the lines of communication open, individual and group meetings will be schedule among JA and CPH, SAR, GLE and SCP. There will also be scheduled meetings for all IT staff and JA staff.

Polaris server replacement: Due to the changes within III (and POLARIS) hosting the servers is not an option. III hasn't answered the following: authentication for Overdrive, Cassie, self-checks etc. in an encrypted format, disaster recovery methodology is not as granular as current practice, allowing JA staff to customize the PAC as current practice, failure to support to the level that we have been doing, data driven reports that are automatically produced and emailed monthly to the library. As a result, JA will purchase new servers and extend the current warranties on circ, pac, report. Replacement of servers should be done before Feb 2015.

Collection Agency Demo: Working with III staff to schedule a demonstration, perhaps it can be done in November at NYLA.

Computer Room AC: Steve Marsh (electrical engineer from Sage Engineering) evaluated our site. He detected a potential problem with the current AC unit that we are investigating with TBS. He will bring info back to John Edwards for AC advice.

### **Committee Reports**

Finance: No report

Policy: No report

PAC Steering: No report

Operations: No report

Innovation Committee: Tim reported that the committee met on June 11, 2014. He noted that different libraries had different expectations. Discussions on LEAP, credit cards procedures, using Square and iPad, photo id features, eContent among other items. The next meeting is September 17, 2014 at MVLS.

**Old Business:** none

**New Business:** none

The meeting was adjourned at 10:32 am. Motion: Tim McDonough. Second: Devon Hedges.

The next meeting of the JA Council will be September 10, 2014 at SALS.