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Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
September 10, 2014
Southern Adirondack Library System

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Present: Karen Bradley, Sara Dallas, Devon Hedges, Mary Ann Hunter Michele Largeteau, Paul Mays, Kathy Naftaly, Eric Trahan, and Erica Wing.
Excused: Cheryl Cufari, Kathleen Gundrum, Tim McDonough
Guest: Jennifer Ferriss, Mary Beth Nafis

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

The minutes from the July 9, 2014 meeting were reviewed and approved. Motion: Eric Trahan. Second: Karen Bradley. Passed.

Financial statements for July and August 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Devon Hedges. Passed.

Payment Warrants for July and August 2014 were reviewed and received for audit. Motion: Eric Trahan. Second: Devon Hedges. Passed.

Project Managers Report - Michele reported:

PC orders – PC replacement schedule: The latest order has been received. Hardware is new, so new images are required for the 25 PCs, 12 laptops. The next group PC order will be announced shortly to aid libraries that need to purchase equipment before year's end. The orders for 2015 will be announced January for a February order date with expected delivery in March. Older PC's are still performing and replacement parts are still available.   PC support for older machines will be decided mid-year 2015 for 2016. A note will be sent to the membership explaining situation.

SCP RFID: Tagging is almost complete. A new version of software for self-checks will be installed. The library is waiting for County to begin using credit cards.

New DC's for JA/SAR: A domain server has been installed for JA.   Once it is working properly, JA staff will begin working on the domain server for Saratoga Springs

MVLS server: The five year old server was replaced.

Polaris server/upgrade plans: JA staff will work with DynTek to obtain specifications and quotes.   The plan is to install the servers in November. Polaris 5.0 will be installed the beginning of December on the new training server.   It is anticipated that the new terminal servers will be deployed sometime before the start of February. No change for users expected. Upgrade production on the new server should happen mid-February.   LEAP will be included in 5.0 in addition to integrated eContent. JA staff is working with the MVLS and SALS catalogers and trainers to determine the best way to deploy the upgrade.

CPH projects: It is expected that the fiber will be provisioned in early December 2014. It is hoped that the date will be sooner. JA staff is working with CPH and Tech II to isolate their IP phones. CPH is looking to replace switches on their public network. JA is assisting CPH staff. JA has also helped CPH staff with a recent hardware problem on their public server. CHP will be replacing their public server later this year, and JA staff will assist as needed.

 FTP building renovation: JA staff has met with FTP staff, architects and Adirondack Cabling. They are doing a phased renovation and are hoping for grant money to help fund this project. JA staff is consulting with other library building projects, including SCP Family Literacy Center, GLV, COB, LKP, and GAL.

IPad project: Jason has been testing using an iPad Air and Mac mini to use their free software to reset a device to an original/stored configuration. He will be demoing to JA staff next week. It is hoped this will be a less expensive solution for libraries wanting to loan iPads to patrons. It is imperative all history is removed to protect patron's privacy and for it to be easy to use for the library.

PULISDO workshop: Michele Largeteau attended the PULISDO workshop held in July. She met with other IT staff from all systems. She found it to be very informative and hopes PULISDO will offer this again to enable other JA staff the opportunity to attend.

Network/PC problems: There were multiple problems this summer (DNS problems with RR causing JA to reconfigure routers, update problems causing public PCs to have issues, still having problems with some PCs crashing).

Collection Agency Demo: The sales representative at III is unable to locate someone knowledgeable to do the demonstration.

Committee Reports
Finance: A draft of the 2015 budget was presented to JA. It will be shared with the MVLS and SALS Boards for their approval.

A 2014 budget amendment to increase the professional fee line by $6,100 from the fund balance. Motion: Eric Trahan. Second: Sara Dallas. Passed. (Firewall testing and security policy development)

A 2014 budget amendment to increase the hardware maintenance line by $5,000 from the fund balance. Motion: Eric Trahan. Second: Sara Dallas. Passed. (Extend maintenance on older servers)

Policy: No report

PAC Steering: No report

Operations: No report

Innovation Committee: The next meeting is September 17, 2014 at MVLS.

Old Business: The JA staff is reviewing the Security Policy and a summary will be written. Funds for firewall testing should be included in the 2015 JA Budget. Library staff should be aware when issuing library cards, policies differ in each library.

New Business: Sara Dallas shared that SALS is developing a Conflict of Interest Policy. JA staff will adhere to the policy. Net Neutrality or lack of net neutrality may effect bandwidth issues in libraries.   Paul Mays praised the work done by the JA staff in helping member libraries with new construction or renovation.

The meeting was adjourned at 10:32 am. Motion: Eric Trahan. Second: Sara Dallas. Passed.

The next meeting of the JA Council will be November 12, 2014 at MVLS.

Respectfully submitted,

Sara Dallas
September 12, 2014