

Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
November 12, 2014
Mohawk Valley Library System

Present: Karen Bradley, Cheryl Cufari, Sara Dallas, Kathleen Gundrum, Devon Hedges, Michele Largeteau, Paul Mays, Tim McDonough, Kathy Naftaly, Eric Trahan

Excused: Mary Ann Hunter, Erica Wing

Guest: Mary Beth Nafis

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

The minutes from the September 10, 2014 meeting were reviewed and approved. Motion: Eric Trahan. Second: Tim McDonough. Passed.

Financial statements for September and October 2014 were reviewed and received for audit. . Eric Trahan noted that the State Aid was received and servers were purchased. Motion: Eric Trahan. Second: Tim McDonough. Passed.

Payment Warrants for September and October 2014 were reviewed and received for audit Motion: Devon Hedges. Second: Karen Bradley. Passed.

Project Managers Report - Michele reported:

PC orders – The last order of 2014 was placed and has not yet been received. The JA staff is working on delivering the last order's Cassie computers to the libraries.

SCP RFID – The library staff decided to put the self-check stations out without credit card functionality. The self-check stations have not been rolled out at the NIS branch due to staff changes.

CPH fiber status – The twtelecom fiber line to replace the T1 line will be ready for us on Friday. JA staff will be working with Annese and CPH staff to schedule the cutover.

IPad project – Jason Thomson has demonstrated the software and hardware to staff at BUR and MVLS.

Polaris server/upgrade plans – The servers are being configured. JA staff is on schedule to install the new version on a new training server 12/1 or before.

New Cassie site GAL – Cassie is set up and working well.

PUG – Diane, Mary, Jason and Michele Largeteau attended. It was the last PUG conference. IUG conference will be held in Minneapolis on April 14-16, 2015. No JA staff will be attending.

Collection Agency Demo: Unique Management will do the demonstration. It will be held at SCP, date to be determined.

Committee Reports

Finance: The 2015 budget was approved by both MVLS and SALS Boards of Trustees.

A 2014 budget amendment to increase the hardware maintenance line by \$3,090, membership dues line by \$205 and fuel & utilities line by \$673 – all from the equipment line. Motion: Eric Trahan. Second: Paul Mays. Passed.

Policy: No report

PAC Steering: No report

Operations: No report

Innovation Committee: The next meeting is November 19, 2014 at SALS.

Old Business: No report

New Business: Eric Trahan announced that there will be a meeting of the Finance Committee on December 2, 2014. The purpose of the meeting is to review the JA budget and determine if there needs to be a fee increase in 2016. All member library staff and Boards of Trustees will be invited.

The proposed meeting dates for JA are as follows:

Jan 14, 2015	SALS
March 11, 2015	MVLS
May 13, 2015	SALS
July 8, 2015	MVLS
Sept 9, 2015	SALS

The November meeting date is to be determined. It will be held at MVLS.

The meeting was adjourned at 10:32 am. Motion: Karen Bradley. Second: Eric Trahan. Passed.

The next meeting of the JA Council will be Jan. 14, 2015 at SALS.

Respectfully submitted,

Sara Dallas
November 13, 2014