

Joint Automation Council
MVLS/SALS Joint Automation Project
MINUTES - DRAFT
January 14, 2015
Southern Adirondack Library System

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

Excused: Mary Ann Hunter, Kathy Gundrum

Guest: none

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

Sara introduced Russ Wise as the new SALS board representative on the JA Council.

Devon Hedges was nominated as Chair for 2015. Motion: Eric Trahan; Second: Kathy Naftaly. Ayes: All; Nays: None.

Mary Ann Hunter was nominated as vice chair. Motion: Sara Dallas; Second: Karen Bradley. Ayes: All; Nays: None.

Devon Hedges chaired the remainder of the meeting.

The minutes for the November 12, 2014 JA Council meeting were approved as presented. Motion: Karen Bradley; Second: Cheryl Cufari. Ayes: All; Nays: None.

Financial reports for November 2014 were reviewed and received for audit. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None. Eric drew attention to the bullet aid that MVLS and SALS put into the JA, each system providing \$10,000.

Payment Warrants for November 2014 were reviewed and received for audit. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: Equipment ordered in 2014 has all been delivered. The first order for 2015 has been sent to the libraries. Orders are due on February 9.

Replacing T1s with Fiber: The CPH Fiber connection was inaugurated on 12/4 and is working great. GLE, SAR, and SCP will follow later this year.

Installing Domain Controllers: The new Domain controller was installed at SAR. Later this year new controllers will be installed at CPH and GLE.

SCP RFID & Bornt Branch: The RFID installation at SCP continues. All self check machines are operating at Central. NIS will come soon. Some progress is being made on getting the credit card payments operational. Planning for the wiring and technology at the new Phyllis Bornt branch is ongoing.

iPad Project: JA is ready to implement the pilot site at BUR. Implementation will take place soon.

Polaris Server/Upgrade Status: JA staff is planning to replace all Polaris servers and update the Polaris software from version 4.1 to 5.0. The upgrade is scheduled for the evening of 2/10 continuing into the morning of 2/11. The training server is now working on the new version. Some things will cut to new hardware before the upgrade date. Libraries will be asked to be ready to do offline circ for the morning of 2/11. Doing the upgrade on off hours will cost \$2,850. Jill Ryder (SALS) and Sharon O'Brien (MVLS) will provide training for the member libraries.

Collection Agency Manager: There was a webinar, or more accurately a web discussion, on 12/17. Michele looking for more info from Polaris. The consensus is that this will be beneficial for libraries that use Unique collections.

Michele Medical Leave: Michele announced that she would be out from mid February until sometime in March. She requested a change of date for the March meeting. The Council selected April 8 as the new meeting date.

Committee Reports

Finance: The committee met with all interested individuals on December 2. Discussion concerned 2016 fees. The Council agreed to keep fees for 2016 at the 2015 formula of 9 cents/item; 11 cents/circ. Motion: Eric Trahan; Second: Russell Wise. Ayes: All; Nays; None.

One amendment was proposed for the 2014 budget: add \$555 to the Travel line. Motion: Eric Trahan; Second: Karen Bradley. Ayes: All; Nays; None.

The following 2015 Budget Amendments were proposed. All are for items approved and/or ordered in 2014 that will be paid for in 2015.

Add \$38,592 to Software (\$23,867 = LEAP; \$14,725 server SQL)

Add \$6,153 to Hardware maintenance (Annese)

Add \$215 to Membership

Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays; None.

Policy: No Report

PAC Steering: No Meeting.

Operations: The committee met on 1/13 to discuss changes resulting from upgrading Polaris to 5.0. While there will be changes to the interface, the committee did not find the need for any significant operational changes at this time.

Innovation Committee: The next meeting is 1/21/15 @ MVLS.

Old Business

Kathy Gundrum was appointed to another term on the Council as the unaffiliated member.
Motion: Eric Trahan; Second: Cheryl Cufari. Ayes: All; Nays; None.

New Business None.

The meeting was adjourned at 10:04 . Motion: Karen Bradley; Second: Tim McDonough.

The next meeting of the JA Council will be April 8, 2015 at MVLS. Note the change of date.