

**Joint Automation Council**  
**MVLS/SALS Joint Automation Project**  
**MINUTES - DRAFT**  
**November 4, 2015**  
**Mohawk Valley Library System**

**Present:** Karen Bradley, Sara Dallas, Kathy Gundrum, Devon Hedges, Mary Ann Hunter, Michele Largebeau, Tim McDonough, Kathy Naftaly, Eric Trahan, Erica Wing, and Russell Wise.

**Excused:** Cheryl Cufari.

**Guest:** None.

Council Chair Devon Hedges called the meeting to order at 9:30.

The minutes for the September 9, 2015 JA Council meeting were approved as presented.  
Motion: Kathy Naftaly; Second: Sara Dallas. Ayes: All; Nays: None.

Financial reports and Payment Warrants for September 2015 were reviewed and received for audit. Motion: Eric Trahan; Second:Tim McDonough . Ayes: All; Nays: None.

**Project Managers Report** - Michele reported:

PC Orders: The last order for 2015 has been placed. More than 70 machines are on order. There is a new "all in one" model (no CPU tower) that has been popular. JA is experimenting with using a Mac on the JA network. Macs will work with some Polaris functions, but not others. The workstation will be purchased and imaged through JA, but JA can not provide hardware service for Apple products.

Windows 10: JA continues to test Windows 10. Imaging may be a problem, in addition to updates.

Polaris Upgrade: We are still on track for the upgrade to take place on Dec 2. There was some discussion of streamlining the upgrade process re: customizations etc.

Building Projects: SCP Bornt is getting close - should be open in late Feb  
BUR in midst of construction  
LKP also in construction  
GLV planning is near completion

Collection Agency Manager: Some testing continues. This will receive more emphasis after the upgrade.

Zepheira: Training has begun.

Web Hosting: 90% of hosted sites have moved to the cloud. The database pages will not move to GoDaddy but will instead be converted into eSources through the PAC.

Credit Cards: SCP GLE & SAR have hardware on order for chip cards - most merchants have not changed yet either, in spite of the October 1 deadline.

Enriched EDI: SCP continues to work on implementation with Midwest; B&T will be next.

CPH Staff Changes: JA will provide training for new IT staff.

## **Committee Reports**

### Finance:

The 2016 JA Budget has been approved by MVLS & SALS.

The 2014 Reviewed Financial Statements were presented and discussed.

The annual open finance committee meeting, to determine fees for 2017, will be scheduled (December 9?).

A contract for continued Polaris service has been signed for 3 years with annual cost increases of 3% or less.

Policy: No Report.

PAC Steering: No Report.

Operations: No Report. Meeting scheduled for 11/10, 9:30 ar SALS.

Innovation Committee: No Report.

**Old Business** none

## **New Business**

There was a discussion on data breach insurance that would provide liability coverage for a loss of patron information.

Application has been made for refunds on some flat screen monitors & laptops purchased several years ago. Jill and Kathy will trace out the libraries that will be getting refunds.

Meeting dates for 2016 were discussed, with the consensus that dates would remain the 2nd Wednesday of alternate months.

The meeting was adjourned at 10:08. Motion:Russell Wise; Second:Mary Ann Hunter.

The next meeting of the JA Council will be January 13, 2016 at SALS (Chair SALS)