

**Joint Automation Council MVLS/SALS
Joint Automation Project MINUTES -
DRAFT
January 13, 2016
Southern Adirondack Library System**

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

Excused: Cheryl Cufari, Kathy Gundrum.

Guest: Karen DeAngelo

Council Chair Devon Hedges called the meeting to order at 9:32.

Election of Officers 2016: Kathy Naftaly, Council Chair; Erica Wing, Vice Chair. Motion: EricTrahan; Second: Sara Dallas. Ayes: All; Nays: None.

Kathy Naftaly proceeded with the meeting agenda.

The minutes for the November 4, 2015 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports and Payment Warrants for October, November and December 2015 were reviewed and received for audit. Motion: Devon Hedges; Second: Karen Bradley. Ayes: All; Nays: None.

Project Managers Report - Michele Largeteau reported:

PC Orders: The final order of over 150 PCs were received. Images are being updated and PCs are being scheduled for delivery. The Schenectady and Bornt Branch computers will need updated Cassie images. The first 2016 order will be delayed due to State Contract renegotiations. When this is resolved, the next round of ordering will be announced.

Polaris upgrade: The SP1/SP2 upgrade is completed, with a few minor reports to complete. SP3 has been announced. The JA staff will review this once some other pressing items are completed.

Building projects: The JA staff is working with public library staff and consultants on the following projects: GLV – may have found temporary space. BUR – doing renovations now, using temp locations for computers. FTP – JA staff moved the network closet to allow Phase 1 of the construction project. LKP – renovations ongoing. BOR – ongoing, expected opening on 2//29/2016. Time Warner Cable has agreed to move the DUA free line to BOR. ILT- JA assisted in getting a wiring quote for the library renovation.

Web hosting: All sites, but one (FTP) have been moved off the JA servers.

Credit cards: SCP accepting credit card payments. SAR – still working with Comprise and payment vendor to get it working, hopefully they will get it resolved soon. GLE – hardware has arrived and should be live next week.

PCI Compliance meeting is scheduled for 1/26 at 9:30 at SALS. The purpose of the meeting is to review the library training and security policy requirements, as well as answer any questions.

Enriched EDI: Working with the vendor, Midwest. It is working well.

Year End: –Annual report data to be posted soon for libraries.

Zepheira: Trainees have completed training, data has been converted and is being reviewed, and the team is meeting 1/20 at 10 at SALS to discuss/plan the next steps.

Collection Agency Manager: Is on hold until work on LEAP is completed.

EContent: Diane Robinson will be working with MVLS and SALS trainers to implement in the near future.

SkyRiver: Has been trialed by MVLS and SALS staff. Currently JA staff is negotiating price.

Finance Committee: A meeting was held with the membership to discuss JA Fees. It was determined, due to declining circulation, to raise the Annual Fees in 2017 to .10 per item and keep circulation fees at .11 per circulation. Motion: Sara Dallas; Second: Devon Hedges. This motion will be sent to the MVLS and SALS Boards of Trustees for approval.

Policy Committee: No report

PAC Steering Committee: No report

Operations Committee: No report

Innovations Committee: No report. A meeting is scheduled in February 2016.
Old Business: None

New Business: Erica Wing asked about Explorer being discontinued by Microsoft. Edge will be the new browser for Windows 10.

Next meeting date is March 16, 2016 at MVLS.

The meeting was adjourned at 10:30 am. Motion: Erica Wing; Second: Kathy Naftaly.

