

**Joint Automation Council MVLS/SALS Joint Automation Project MINUTES -  
DRAFT  
March 16, 2016  
Mohawk Valley Library System**

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

Excused: Cheryl Cufari, Kathy Gundrum, Russ Wise

Council Chair Kathy Naftaly called the meeting to order at 9:30 AM.

The minutes of the January 13, 2016 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports and Payment Warrants for January and February 2016 were reviewed and received for audit. Motion: Devon Hedges; Second: Karen Bradley. Ayes: All; Nays: None.

Karen DeAngelo thanked the JA staff for their help during the renovation project. Karen Bradley sent a letter to the JA Council thanking the JA staff for all of their efforts with the Bornt Branch.

**Project Managers Report** - Michele Largeteau reported:

**PC orders:** The PCs from the previous order were either delivered or scheduled. Some PCs for Cassie sites need to be completed. Schenectady County Public Library (SCP) purchased sixty PCs after the group order. Some of the PCs are Cassie replacements at SCP main branch. These PCs need a new image that is currently being tested by JA staff. The PCs for the SCP branches are completed and scheduled to be delivered after the remaining PCs (from the group order) are delivered to the other member libraries. The State Contract for PCs has not been approved, however HP has provided a way that the libraries can order at the previous levels and pricing. The order should be announced soon.

**Building projects:** The SCP Bornt branch opened on 2/29/2016. The branch has RFID, self-check, Cassie for 16 PCs, and Meraki wireless. The Town of Ballston Community Library's renovations are completed. Wiring is being done in Town of Lake Pleasant Public Library, Town of Inlet Public Library and the Town of Indian Lake Public Library.

**Web hosting:** JA purchased GoDaddy to host the member libraries' websites. Due to the size of the files, a higher level from GoDaddy is required. Jason Thomson is in the process of moving the libraries' websites to the upgraded level. The higher level of GoDaddy costs more money, but the savings are seen by less JA staff time needed to maintain a server and deal with hackings.

**Credit cards:** The JA staff held a PCI Compliance meeting with libraries using credit cards in January to explain and answer training and policy requirements. SCP and the Saratoga Springs Public Library are accepting credit cards. The Crandall Public Library is performing the necessary wiring needed to go live. JA staff is assisting libraries in getting their library policies written and approved.

**Zepheira:** It was announced at the IUG conference that III is offering the Innovated Linked Data product. It is a "reseller, co-developer" agreement between III and Zepheira. It is essentially the same service but includes extraction and conversion services. MVLS/SALS will be able to renew with III when our Zepheira subscription is up (June 2016).

**SkyRiver:** MVLS and SALS, using system funds, purchased SkyRiver. SALS pays 63% (\$12,474) and MVLS pays 37% (\$7,326). System staff at MVLS and SALS are using the product. JA staff are still working with SkyRiver to enable SkyMatch (this allows automatic bibliographic records for Baker & Taylor and others).

**LEAP:** Some of the security features that we asked for are in the latest version, but some essential security features are lacking. LEAP does not validate the workstation like traditional Polaris does, the only validation is the network, not the device. Staff training is necessary to ensure Polaris login credentials are deleted after use. LEAP will be soon be passed to the systems trainers to get library staff using the product.

**eContent:** Licensing has been ordered for Overdrive and 3M. Diane Robinson and Michele Largeteau have been working with the systems trainers to best configure the product. Clifton Park-Halfmoon Public Library purchased 3M Cloud library and it will be the first implementation in the catalog. It is hoped to be in place in April/May 2016. Overdrive will be in the catalog shortly after.

**Finance Committee:** The 2016 budget needs to be amended by \$16,050 to reflect an increase in software expenses (eContent). Motion: Eric Trahan; Second Karen Bradley. Motion will sent to the MVLS and SALS Board of Trustees for approval.

**Policy Committee:** The JA staff will be forwarding to the committee, Draft Security Policy (end users items) for review and recommendations. The current members of the Policy Committee are: Michael Burnett, Ike Pulver, Diane Robinson, Michele Largeteau, Eric Trahan and Sara Dallas. Members will be asked if they wish to continue to serve on the committee, before the document is sent for committee review.

Eric Trahan, Michele Largeteau and Sara Dallas will work with an attorney and schedule a meeting to discuss PCI policy requirements.

**PAC Steering Committee:** No report

**Operations Committee:** No report

**Innovations Committee:** After some discussion, it was decided to suspend the committee due to both system's plans of service, introduction of LEAP, Zepheira roll out,

privacy concerns and implementation of SkyRiver. Since the two systems are working on Plans of Services, the technology needs that become evident through the process, should be discussed. Tim McDonough was thanked for chairing the committee.

**Old Business:** None

**New Business:** It was suggested that the two systems work together to present programs for member library staff, member library trustees and system trustees on privacy and security concerns. System staff will work on JA staff to develop a series of programs and training. In the future, programs can be developed for the public.

Next meeting date is May 11, 2016 at SALS.

The meeting was adjourned at 10:30 am. Motion: Karen Bradley; Second: Erica Wing

