

**Joint Automation Council MVLS/SALS Joint Automation Project MINUTES -  
DRAFT  
May 11, 2016  
Southern Adirondack Library System**

Present: Jane Borrelli, Sara Dallas, Karen DeAngelo, Michele Largeteau, Tim McDonough, Kathy Naftaly, Eric Trahan, Erica Wing, and Russ Wise

Excused: Karen Bradley, Devon Hedges, Kathy Gundrum,

Council Chair Kathy Naftaly called the meeting to order at 9:36 AM.

Eric Trahan introduced Jean Borrelli as the new MVLS Board Representative on the JA Council.

The minutes of the March 16, 2016 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None; Abstention: one.

Financial reports for March and April 2016 were reviewed and received for audit. Motion: Eric Trahan; Second: Russ Wise. Ayes: All; Nays: None.

Payment Warrants for March and April 2016 were reviewed and received for audit. Motion: Karen DeAngelo; Second: Tim McDonough. Ayes: All; Nays: None.

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

**PC Orders:** Libraries were asked to resend all orders to Computer Support. Michele will coordinate the ordering.

**Building projects:** Gloversville will be doing a wiring walkthrough for their temporary location next week. Schuylerville is closed for renovations.

**Web hosting:** All sites have been moved to GoDaddy. The SALS site was hacked with ransomware. Jason Thomson is making some edits to tighten security on the sites.

**Credit cards:** JA staff is working with libraries on PCI (security policies, incident response plans).

**SkyRiver:** Staff continues to work on getting SkyMatch set up with Baker & Taylor. It has been implemented for Saratoga Springs Public Library. Staff will begin to work with other libraries.

**LEAP:** Diane Robinson has met with JA staff regarding LEAP. The next step will be working with SALS and MVLS trainers. Everyone is currently busy with eContent and SkyRiver.

**eContent:** Clifton Park-Halfmoon Public Library 3M should be going live with the public this month. After this project is completed, the JA staff will work with the Overdrive

content. The PAC Steering will need to meet to makes some decisions after the release.

**Collection Agency:** Company changes (due to new law – the company can no longer credit report people), but will continue to remind people to return library materials.

**SCP Cassie PCs:** It is a large project to replace Schenectady County Public Library's pcs with Cassie installed and upgrade the images

**Office 365:** JA staff is working with the product and hopes to use it for email.

**IPad lab:** Apple released new software and as a result, there are some problems. JA staff is testing the lab for the Bornt Branch. The Schuylerville Public Library, Town of Johnsburg Library, and Town of Lake Pleasant Public Library have also expressed interest.

Finance Committee: No report

Policy Committee: Sara Dallas, Eric Trahan, Michele Largeteau and Diane Robinson will review a security policy. After the first review, the Policy Committee will meet to review the draft document. A new representative from MVLS is needed.

PAC Steering Committee: Will be meeting shortly.

Operations Committee: No report

Old Business: None

New Business: None

Next meeting date is July 13, 2016 at MVLS.

The meeting was adjourned at 10:25 am. Motion: Erica Wing; Second: Karen DeAngelo

