

**Joint Automation Council MVLS/SALS Joint Automation Project
MINUTES - DRAFT
July 13, 2016
Mohawk Valley Library System**

Present: Jane Borrelli, Karen Bradley, Sara Dallas, Karen DeAngelo, Kathy Gundrum, Devon Hedges, Michele Largeteau, Tim McDonough, Eric Trahan,

Excused: Kathy Naftaly, Erica Wing, Russ Wise

Guest: Angela Strong

Meeting was called to order at 9:32 am.

Devon Hedges was asked to chair the meeting.

Motion: Eric Trahan; Second: Sara Dallas Ayes: All; Nays None

The minutes of the May 11, 2016 JA Council meeting were approved as presented. Motion: Tim McDonough; Second: Eric Trahan. Ayes: All; Nays: None

Financial reports for May and June 2016 were reviewed and received for audit. Motion: Eric Trahan; Second: Kathy Gundrum. Ayes: All; Nays: None.

Payment Warrants for May and June 2016 were reviewed and received for audit. Motion: Jane Borrelli; Second: Tim McDonough. Ayes: All; Nays: None.

Project Managers Report - Michele Largeteau reported:

PC Orders: The latest order has been received. It is all new hardware, JA staff is rebuilding and testing new images. These machines will have Windows 10. An instructional message was sent to libraries instructing staff that they could update staff computers to Windows 10 if they wanted, but it is not required.

Building projects: Gloversville project is ongoing. The Schuylerville project is completed

SkyRiver: SALS is getting all bibliographic records from SkyRiver. MVLS will soon be getting its records from SkyRiver as well.

eContent: The 3M Cloud for Clifton Park-Halfmoon is in place. Overdrive for both systems is now in the PAC. JA fee billings now include eContent. Bibliographic records will be obtained through III's eMarc Express. Diane Robinson is working with the company to avoid duplicate records.

LEAP: The two system trainers are working on a training module because people need to know not to save passwords, not to use public workstations. The JA staff is working to create a private staff wireless to protect staff devices. Access to Polaris outside of the library network will mean training responsible staff when they visit an outreach site. The trainers will develop documentation and best practices. They will also gather enhancement requests to send to III.

Collection Agency: This is the next project, after the RFID demonstrations and security issues have been addressed.

Zepheira: A new quote was issued and will be accepted by MVLS and SALS. System funds pay for Zepheira.

Office 365: JA staff is working with the product. JA did an email cleanup which was successful. Chris Mundell thanks everyone for their cooperation.

IPad lab: JA sent iPad lab quotes to Lake Pleasant, Johnsbury, and Schuylerville. Johnsbury decided to use old laptops. Lake Pleasant ordered a dock and 3 iPads. The software has changed and this was communicated to Clifton Park-Halfmoon and Burnt Hills. A future demo is in the works for the other libraries.

RFID demos: JA contacted seven vendors. Demos are being scheduled and all interested library staff are welcome.

Finance Committee: MVLS has decided to do a full audit, rather than a review. MVLS will pay the additional cost of the full audit, on and above the cost of a review.

Policy Committee: Eric Trahan, Michele Largeteau, Diane Robinson reviewed the policy. Devon Hedges is the representative from MVLS. A Policy Committee meeting will be scheduled to review the document and come up with a one-sheet best practices to be shared at the next JA meeting in September

PAC Steering Committee: Will be meeting shortly.

PAC Steering Committee: No report.

Operations Committee: No report

Old Business: None

New Business: Eric Trahan spoke about the number of statistical classes. With the addition of eContent in the catalog, it is important to be accurate for many reasons. The trainers and the JA staff will meet to discuss ways to move forward.

Karen Bradley discussed privacy issues with library hold shelves.

Next meeting date is September 14, 2016 at SALS

The meeting was adjourned at 10:25 am. Motion: Tim McDonough; Second: Karen Bradley