Joint Automation Council MVLS/SALS Joint Automation Project MINUTES - DRAFT
September 14, 2016
Southern Adirondack Library System

Present: Jane Borrelli, Karen Bradley, Sara Dallas, Devon Hedges, Kari Kakeh, Michele Largeteau, Tim McDonough, Eric Trahan, Erica Wing, and Russ Wise

Excused: Karen DeAngelo, Kathy Naftaly

Guest: Alex Gutelius

Council Vice-Chair Devon Hedges called the meeting to order at 9:36 AM.

Appoint Kari Kakeh as the new CDLC Board Representative on the JA Council. Motion: Eric Trahan; Second Tim McDonough. Ayes: All; Nays: None; Abstention: None.

The minutes of the July 13, 2016 JA Council meeting were approved as presented. Motion: Karen Bradley; Second: Jane Borrelli. Ayes: eight; Nays: None; Abstention: one.

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

Payment Warrants for July and August 2016 were reviewed and received for audit. Motion: Russ Wise; Second: Eric Trahan. Ayes: All; Nays: None.

Project Managers Report - Michele Largeteau reported:

PC orders/Windows 10: The remaining computers are being delivered from the last order. The next order will be announced shortly. There will be two orders in 2016. Libraries need to be reminded that the HP 6005s will not be supported after the end of 2016.

Building projects: JA staff will meet with Gloversville Public Library staff to discuss RFID. Carson Block's (Technology Consultant) report is almost completed. The Gloversville staff think they will be preparing a temporary location very shortly.

eContent: Diane Robinson and the two system trainers are working with III and the vendors to resolve some areas of concern.   The econtent circulation counts will never be 100% inclusive. Diane is evaluating if those numbers can be used in the NYS Annual reports. As a reminder, econtent circulation is now included in the JA fees. Work is still being done to get the bibliographic records from III/eMarc Express.

LEAP: The MVLS/SALS trainers have member library volunteers signed up to test LEAP. Training is being developed, and it is anticipated training will start at Clifton Park-Halfmoon in October 2016. Other libraries that will receive training will include: Burnt Hills, Cobleskill, Crandall, Johnstown, Saratoga and Rotterdam branch of Schenectady County Public Library. Jason Thompson has been testing RFID and LEAP. He is reporting issues he finds to III. LEAP works with Window devices with the SW Shim. Not working with iPads. A Bluetooth scanner has been tested as well.

iPad labs: A demonstration/training session has been scheduled for the Clifton Park-Halfmoon library. JA staff is working with Lake Pleasant to set up and install the lab next week.

RFID demos: Four vendors did demonstrations of their products for member library staff (mkSolutions, 3M/Bibliotheca, Envisionware, TechLogic). Staff from Clifton Park-Halfmoon, Crandall, Gloversville, Saratoga and Schenectady attended the demonstrations. The group met on August 23, 2016 to discuss the products and the possible next steps. Each library is on a different time line, and a group purchase is unlikely. The only possible group purchase would be for tags. More demonstrations will be scheduled in November on some specific items. Diane is working with Saratoga Springs Public Library on RFID and their RFP.

Patron/statistical class project: Diane has been working with CGR (Vendor) to share information that will lead to a proposal. She has provided sample data and answered questions. The JA staff has gotten the vendor access to the III/Polaris Developer Network so that they can see if the Polaris API will be a good way to interact with our data.

Finance Committee: The draft 2017 JA budget was reviewed by the JA Council. It will be presented to the MVLS and SALS Boards of Trustees. Motion: Eric Trahan; Second Karen Bradley. Ayes: All; Nays: None.

Policy Committee: Sara Dallas distributed the draft Security Policy. It was reviewed by the Policy Committee. The purpose of the policy is to keep the patron database as secure as possible. It will need to be approved by the JA Council and by the two system Boards of Trustees. The policy will then need to be implemented in all of the member libraries. All people who have access to the database will need to sign a policy acceptance form. It is estimated in will take a few months in 2017 to distribute the policy, and provide the necessary training.

PAC Steering Committee: Will be meeting shortly.

Operations Committee: No report

Old Business: None

New Business: None

Next meeting date is November 9, 2016 at MVLS.

The meeting was adjourned at 10:25 am. Motion: Eric Trahan; Second: Russ Wise