Joint Automation Council MVLS/SALS Joint Automation Project MINUTES - DRAFT
November 9, 2016
Mohawk Valley Library System

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

Excused: Jane Borrelli

Guest: Alex Gutelius

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

The minutes of the September 14, 2016 JA Council meeting were approved as presented. Motion: Devon Hedges ; Second: Tim McDonough. Ayes: eight; Nays: None.

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

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

Project Managers Report Michele Largeteau reported:

PC orders: The last group PC order has been placed.

Building projects: The JA staff is still working with Gloversville and their consultant, Carson Block.

LEAP: Staff at several libraries are using LEAP and providing feedback that can be shared with users and with III/Polaris. The libraries are: Town of Ballston Community Library, Cobleskill Public Library, Clifton Park-Halfmoon Public Library, The Crandall Public Library, Johnstown Public Library, Saratoga Springs Public Library, and the Rotterdam Branch of the Schenectady County Public Library. There are some issues with LEAP that may result in a change in workflow. It was discovered, the browser used makes a difference in how LEAP works. For example, receipt printers do not work with the Chrome browser. It is anticipated that the next Polaris upgrade will provide LEAP with fixes/improvements.

POLARIS Upgrade: Plans are being made to upgrade to 5.2 (will include 5.0 SP3, 5.1, 5.1 SP1 and 5.2). It is anticipated that it will be on trainer early January (if 5.2 is released). The upgrade will be done overnight on March 7-8th, 2017.

Patron/statistical class project: A contract was signed with CGR for the first phase – to develop a formal design and implementation plan. If things look good after that we

will share the plan with libraries and proceed with phase 2. The timeframe would be to implement in the early spring (after the POLARIS upgrade). A tool will be developed that will allow libraries to geolocation patron addresses and store more meaningful patron address data in Polaris (chartered service area, school district, town/city, longitude/latitude).

Polaris data cleanup: JA staff is removing all fees/patrons older than 7 years and patrons that have been inactive for at least 7 years. Libraries will have an opportunity to mark particularly excessive patrons as "Delinquent Borrowers" (to prevent use activity at any library and prevent deletion of patron and fines). Acquisitions Data cleanup will be done later this month. The old closed invoices and POs (back 2 years by default) will be removed. Because it is a slow job, it will be done slowly. Currently, funds and fiscal years cannot be removed due to the software.

Chromebooks: JA staff visited the Crandall Public Library to see a demo of new Public PC reservation software that they are trying out. It is called LibData. Crandall is still using Cassie for desktops, but are using LibData for Chromebooks within the library. The product is new and is promising. It is not an option for all of the libraries at this time because, it required text files for configuration, there are less patron filtering options, it cannot different prices for color or black and white printing, may not work well with Windows PC, and there are some security concerns. In addition, it uses JAVA which is outdated and not supported by all browsers.   JA will only support Cassie.

A Chromebook was purchased by JA as a possible tool to be used with library patrons. The google administration is nice and can be managed centrally, nothing can be saved – so it is secure for privacy, and the cost is much less than a laptop.

Finance Committee: The Finance Committee's Annual Meeting is scheduled on December 7, at 9:30 am. It will be held in a small meeting room in the Clifton Park-Halfmoon Public Library.

Policy Committee: Sara Dallas will distribute the draft of the Security Policy to all of the directors in both systems for comments. The comments will be share at the next JA meeting. Information will be shared with member library staff regarding the policy and it is expected all people who access email, POLARIS, and the network will be required to read and sign the document. Failure to do so, will mean loss of access.

After the JA Council approves the policy, it will be shared at the MVLS and SALS Board meetings and approved.   Training will begin shortly after the two systems board meetings in January 2017.

Some clarification of wording was approved in the Fines and Fees Policy.

PAC Steering Committee: Will be meeting shortly.

Operations Committee: The committee is considering some new guidelines for library staff. The discussions center around when to use "Delinquent Borrower", when to bill patrons for Claimed items, can lost items and claimed items be deleted after five

years, and standards for using "test" patron records

Old Business: None

New Business: The following dates have been approved for JA meetings in 2017. All meetings will begin at 9:30 am.

Jan 11, 2017   SALS
March 15, 2017   MVLS
May 10, 2017   SALS
July 12, 2017   MVLS
Sept 13, 2017   SALS
Nov 8, 2017   MVLS
Dec 13, 2017   Clifton Park-Halfmoon Public Library (Annual Financial Meeting)

Meeting was adjourned at 10:14 am. Motion: Russ Wise; Second: Karen DeAngelo.
Ayes: All; Nays: None.