

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting, January 11, 2017, 9:30 am**  
**Southern Adirondack Library System**  
**Minutes**

**Present:** Karen Bradley, Sara Dallas, Karen DeAngelo, Michele Largebeau, Kathy Naftaly, Mary Salluzzo, Eric Trahan, Erica Wing, and Russell Wise.

**Excused:** Kari Kakeh, Tim McDonough, Devon Hedges

**Guest:** Erica Freudenberger, Alex Gutelius

2016 Council Chair Kathy Naftaly called the meeting to order at 9:32.

Eric Trahan nominated Karen Bradley to serve as chair for 2017; Second: Kathy Naftaly. Sara Dallas nominated Tim McDonough to serve as vice chair; Second: Kathy Naftaly. The two 2017 officer nominations were voted on as one. Ayes: all; Nays: none. Karen Bradley took the gavel.

The minutes for the November 9, 2016 JA Council meeting were approved as presented.

Motion: Eric Trahan; Second: Kathy Naftaly. Ayes: All; Nays: None.

Financial reports for October, November and December 2016 were reviewed and received for audit. Motion: Sara Dallas; Second: Russ Wise. Ayes: All; Nays: None.

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

**Project Managers Report - Michele reported:**

PC Orders: The final order for 2016 machines have been received; they will be delivered to libraries soon. Michele reminded all that the 6005 models are no longer supported. Next order will be in February or March.

Building Projects: Gloversville will soon be moving to temporary quarters. Lake Pleasant work is ongoing. Fort Plain has finished phase 1; phase 2 will start soon. Lake George also has ongoing work. Other SALS projects are coming soon.

Year End/Annual Reports: Diane & Jason are working on producing the reports, based on state changes.

Collection Agency Manager: Some testing continues. As of January 15 libraries will stop manually sending information to Unique. On February 7 updates to and from Unique will be automatic based on the parameters that libraries set up.

Patron Address Project: Diane working on project design with CGR. An advisory committee of

member library staff members will meet to review the plan soon.

Polaris 5.2 Upgrade: The latest upgrade is scheduled for March 7/8. The new version is now loaded on the training server, testing will begin later this week. Trainer will be opened for libraries to experiment with in a week or so. There are some material code changes that will affect cataloging. There are also several PAC updates and many LEAP updates. One welcome addition is the ability to print messages on transaction receipts.

### **Committee Reports**

Finance: The annual open fees meeting was held on December 7. The recommendation is to raise the Item fee by 1 cent in 2018, to 11 cents for circ transactions, and 11 cents per item. Motion to recommend approval of this increase by the two system boards. Motion: Eric Trahan; Second: Russ Wise. Ayes: all; Nays: none.

Eric reminded all that 2017 fees are 11 cents for circulation; 10 cents per item.

Policy: Security Policy: Sara provided a detailed review of the draft Security Policy. The Plan is to have the 2 system boards approve the policy in January, and to begin a gradual rollout to members in February. Much discussion centered on the email policy and misplaced expectations of privacy on work email. That is covered in the FAQ document. A motion was made to send the policy to the SALS and MVLS boards with a recommendation for approval. Motion: Karen DeAngelo; Second: Kathy Naftaly. Ayes: all; Nays: none.

PAC Steering: No Report. A meeting will be held associated with the pending upgrade.

Operations: No Report. There may be a meeting concerning the upgrade, otherwise handled by email.

**Old Business** There was a brief discussion on the change in the email system to Office 365. This should begin soon.

### **New Business**

Sara provided information on 2 DLD initiatives that concern JA. DLD is working with Gale to implement a service allowing every library to have a customized portal to the Novel databases. We will need to study whether it will be an improvement on the current JA database pages. DLD is also looking for info on the availability of 100mbs connections in libraries. The question asked by DLD is: "is the upgrade to 100mbs currently available in the infrastructure."

The meeting was adjourned at 10:14. Motion:Eric Trahan; Second:Russ Wise. Ayes: all; Nays: none.

The next meeting of the JA Council will be March 15, 2017 at MVLS