

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting May 10, 2017, 9:30 am
Southern Adirondack Library System
Minutes

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

Guest: Jen Ferris

Council Chair Karen Bradley called the meeting to order at 9:32.

The minutes for the January 11, 2017 JA Council meeting were approved as presented.

Motion: Kathy Naftaly; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for January, February, March and April 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hedges . Ayes: All; Nays: None.

Payment Warrants for January, February, March and April 2017 were reviewed and received for audit. Motion: Eric Trahan; Second: Russell Wise. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: The initial order for 2017 has been received; a very large order of 92 machines. The new procedure worked well.

Building Projects: Gloversville has moved to temporary quarters with a new data connection.

Library Data Connections: Spectrum (the new Time Warner) will no longer do anything with the free library lines. Some line upgrades have happened. JA is working to improve the connection at SCP.

Collection Agency Manager: Implementation is mostly complete, with one small bug that occurs when multiple libraries have different item prices. Libraries report positive results in saving staff time.

Patron Address Project: An advisory committee met. There is much interest in project. Michele and Diane will continue to work with CGR to find solution

Polaris 5.2 Upgrade: Everything went well, in spite of a glitch with Windows upgrades. Several small bugs have been identified. The most visible problem concerned integration with Novelist Select. JA is researching a long-term solution that will be most cost effective. Looking at both Novelist and Syndetics products.

Computer Room AC: JA experienced another failure in February. Parts were an issue. Repair took 2 days. Staff worked to keep the room at the appropriate temperature. SALS is working on HVAC upgrades, which should include backup units for the JA computer room.

Office 365: Migration for email accounts is in process. So far there are few issues. There is a mobile app. There was a discussion on the pros and cons of remote access to JA email. Onedrive will be implemented after email migration is complete.

Security Policy: Lists of accounts are going out to libraries for account cleanup. The plan is for JA to develop an online system to have all staff with user accounts sign off on the security policy through an online portal. This may be done using Sharepoint, an Office 365 product.

SAR RFID: 7 new self-check stations were installed with much other equipment, with credit card capability. Envisionware is working very well.

IUG 2017: Michele attended the meeting. The Polaris MY Library App is nearly ready. Michele attended discussions about Zepheira.

Committee Reports

Finance: No report.

Policy: The security policy implementation is ongoing.

PAC Steering: A meeting held at CPH on March 21 to review various catalog issues related to the recent upgrade.

Operations: No report.

Old Business None.

New Business Sara reported that the Hillview Free Library near Lake George may be interested in joining SALS. They could eventually become a JA library. Sara also mentioned the Organ Donor state bill designed to make collecting organ donor info part of the library card signup process. There are many privacy issues and other concerns that make this a problem for libraries. Tim addressed the issue of patrons wanting to look at CDs, flash drives, etc. with info that can't be read at a library computer. Devon asked about erate and the JA history with erate was reviewed.

The meeting was adjourned at 10:53. Motion: Sara Dallas; Second: Karen Bradley. Ayes: all; Nays: none.

The next meeting of the JA Council will be July 12, 2017 at MVLS