

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting November 8, 2017, 9:30 am
Mohawk Valley Library System
Minutes

Present: Sara Dallas, Alex Gutelius, Michele Largeteau, Tim McDonough, Kathy Naftaly, Mary Salluzzo, Eric Trahan, Erica Wing and Russell Wise. (Karen Bradley called in to participate in the discussion, but was not able to vote.)

Excused: Devon Hedges, Kari Kakeh.

Guest: none

Council Vice Chair Tim McDonough called the meeting to order at 9:32.

The minutes for the September 13, 2017 JA Council meeting were approved as presented.
Motion: Russell Wise; Second: Sara Dallas. Ayes: All; Nays: None.

Financial reports for September and October 2017 were reviewed and received for audit.

Motion: Eric Trahan; Second: Russell Wise. Ayes: All; Nays: None.

Payment Warrants for September and October 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 mid year order is all received and new image is being produced. The deadline for the year end order is Nov 10.

Building Projects: JA staff and Sharon O'Brien met with Schenectady staff about the Mont Pleasant Branch project. Bidding will be in January. The Fort Plain and Gloversville projects are ongoing.

Library Data Connections: Schenectady Central is now on Spectrum, with improved bandwidth at lower cost. Council discussed the free connections. WAR is looking at upgrading beyond the free line. JA has set parameters for libraries exploring their own collections.

GLE Outreach Project: The Polaris outreach software is installed, testing continues. GLE is ready to go as soon as the software is ready.

CPH Credit Cards: The vendor, Comprise, is working on a fix to allow multiple libraries to participate. Coordinating with Polaris has been difficult.

Patron Address/Statistical Class Project: Quipu is working on the shape files for library service areas.

Office 365: JA staff is working on implementing onedrive

Security Policy: Still have contacts with directors who have generic accounts and users who don't have their own accounts

Cataloging: Jill Ryder and Sharon O'Brien are looking at changing some of the custom cataloging to make cataloging more efficient.

Committee Reports

Finance: The following amendments were proposed for the 2017 JA budget.

Hardware Maint. Increase by \$3,800 to \$11,800

Software Maint. Increase by \$9,250 to \$103,250

Membership Fees increase by \$100 to \$415

Equipment decrease by \$13,150 to \$13,450

The Council approved sending these to the SALS and MVLS boards for approval:

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

The Finance Committee met on October 4 to discuss the fee structure and strategies for reducing the deficit. The committee proposed changing the member fee formula to a calculation that produces a specific proposed budget amount based on each library's previous year circulation and holdings totals. The Council approved sending this proposal on for approval by the SALS and MVLS boards. Motion: Eric Trahan ; Second: Russ Wise. Ayes:All; Nays: None.

Policy: The security policy addendum was submitted for approval. The phrase "Polaris data file provided by JA" was added to Regulation 5. Motion: Kathy Naftaly; Second: Tim McDonough. Ayes:All; Nays: None.

PAC Steering: No report.

Operations: No report.

New Business

Sara, Eric, Michele and Diane will be meeting with a team from Polaris, along with representatives from the Onondaga and Finger Lakes library Systems to address a variety of issues with communications, sales, upgrades and bugs. Bill Schlickling is retiring.

New Business

The meeting schedule for 2018 was approved with meetings set for the 2nd Wednesday of January, March, May, July, September and November.

Kari Kakeh was appointed to fill a full term on the JA council as the disinterested member. This term will expire on 12/31/2020. Motion: Eric Trahan; Second: Sara Dallas. Ayes:All; Nays: None.

The meeting was adjourned at 10:29. Motion: Sara Dallas; Second: Russ Wise. Ayes: all; Nays: none.

The next meeting of the JA Council will be January 10, 2018 at SALS