

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting March 13, 2019, 9:30 am
Mohawk Valley Library System
Minutes

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

Excused: Mary Salluzzo

Guest: none

Council Chair Devon Hedges called the meeting to order at 9:31

The minutes for the January 9, 2019 JA Council meeting were approved as presented. Motion: Russ Wise; Second:Sara Dallas . Ayes: Eight; Nays: None; Abstain:Karen Bradley, Kathy Naftaly.

Financial reports for January & February 2019 were reviewed and received for audit. Motion: Tim McDonough; Second:Kathy Naftaly . Ayes: All; Nays: None.

Payment Warrants for January & February 2019 were reviewed and received for audit. Motion: Eric Trahan; Second: Karen Bradley. Ayes: All; Nays: None.

Project Manager's Report

PC Orders: All of the computers from the 2018 mid year order have arrived and will be delivered soon. PCs from the end-of-year order are received and the All-In-Ones should arrive soon. The first order for 2019 will happen this spring.

Windows 7 End of Support: January 14, 2020 will be end of all support for Windows 7. As of that date machines running Windows 7 will no longer be allowed on the JA network. Upgrades are possible, but all Windows 7 machines will be off warranty by 2020.

Building Projects: The new Mont Pleasant Schenectady branch is nearing equipment installation. Completion is expected around May 1.

Patron Address/Statistical Class Project - Quipu e-Card: Most libraries are trained and are using e-Card. We now have a look-up tool to provide data when patrons move to new addresses. Trainers and JA staff are working through local anomalies with addresses that don't work properly. Suggested procedures for libraries are forthcoming.

Generic Accounts: All generic accounts have been deactivated with the exceptions of Greenwich and Northville, both of which have traditions of using volunteers at circulation.

Telecommunications: Free Spectrum lines are not being upgraded, and are no longer adequate in most instances. Since 2011 various telecommunications developments have changed the accepted standards for libraries to get staff, public and wireless connections. Libraries are now choosing to upgrade lines, and are paying for that independently. JA will be exploring new arrangements and standards for telecommunications.

Committee Reports

Finance: No report.

Policy: The council voted to accept the proposed policy amendments for the Security policy. Amendment #1 is an addition: "Staff and volunteers who access Polaris to perform circulation responsibilities and provide access to the patron database must be 18 years of age or older or be emancipated minors." Motion: Committee. Ayes: All; Nays: None. Amendment #2: In Section 4.1.11 second paragraph, the sentence "users must never save passwords for email on any mobile device" should be removed. Motion: Russ Wise; Second: Karen Bradley. Ayes: All; Nays: None.

PAC Steering: No report.

Operations: A meeting is planned at SALS on April 5 at 9:30. Items on the agenda include e-Card policies & procedures, setting standards for libraries going fine-free, and adding material types for children;s materials

Old Business

Polaris contract renewal The existing contract with Ill expired on 12/31/2018. Michele has been working with Ill for months to come to terms. We have made a counter-proposal to Ill's most recent offer.

New Business

Council discussed the concept of forming an ad-hoc committee to explore changing the JA fee structure. The Council declined to form a committee at this time, but requested additional information and data on JA services and resources.

The meeting was adjourned at 10:40. Motion:Tim McDonough; Second:Russ Wise. Ayes: all; Nays: none.

The next meeting of the JA Council will be May 8, 2019 at SALS