

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting May 29, 2019, 9:30 am**  
**Southern Adirondack 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:** Don Flinton, Ike Pulver, Beth DeMidio, Diane Robinson

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

The minutes for the March 13, 2019 JA Council meeting were approved as presented. Motion: Sara Dallas; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for March & April 2019 were reviewed and received for audit. Motion: Russ Wise; Second: Karen Bradley. Ayes: All; Nays: None.

Payment Warrants for March & April 2019 were reviewed and received for audit. Motion: Eric Trahan; Second: Russ Wise. Ayes: All; Nays: None.

### **Project Manager's Report**

PC Orders: 2018 orders have all come in and are being delivered. The initial 2019 order was placed; 70 machines are on order. HP G1 machines are off warranty at the end of 2019.

Windows 7 machines will also be off warranty. This will affect some self-checks.

Building Projects: The new Mont Pleasant branch is open. Galway is wiring now and looking forward to a fall opening, Fort Plain is doing the children's room. Stillwater and Fort Edward are upgrading lines.

Office 365: There have been incidents of user passwords being compromised. JA is investigating 2 factor authentication for unknown devices.

#### Library Projects:

JA staff have worked with libraries on several projects over the past two months – moving directory.sals.edu to GoDaddy, Ingram EDI work for MVLS libraries, SCP public server hardware issues, Cassie upgrades at GLE and SCP, Hoopla for CPH, StackMap for GLE, investigating new products such as Libro for SAR and Collection HQ and Edelweiss for SCP. Jason will be going with GLE staff on a two day trip to visit sites with RFID sorters.

#### SAR T1 outage:

There were T1 problems on 4/16 and again on 4/29 (which lasted several days). Total JA staff hours were over 27 hours working with CenturyLink to identify the problems, test and resolve.

#### IUG 2019:

Diane attended IUG which provides a good line of communication to III. It is very valuable to have staff JA staff attending.

Replacing Polaris Servers: The Polaris servers are off warranty at the end of September.

Michele reviewed the pros and cons of replacing servers and going to hosted service through III

and Amazon Web Services. Financially, over 4 years, it will cost \$295,000 to replace servers versus \$250,000 to go hosted. Changing to hosted service will have a greater effect on CPH, GLE, and SAR. A meeting of technology staff is set for June 11. The Council voted to ask the MVLS and SALS boards to approve transitioning the JA Polaris database from a local server housed and maintained at SALS to a hosted solution provided through Innovative Interfaces and Amazon Web Services contingent on the outcome of the June 11 meeting. Motion: Tim McDonough; Second: Karen Bradley. Ayes: All; Nays: None.

### **Committee Reports**

Finance: No report.

Policy: The Security Policy amendments are all approved and in effect.

PAC Steering: No report.

Operations: The committee met on April 8 to discuss changes to settings and data conventions concerning patron registration and fines & fees settings.

### **Old Business**

Fee Structure Discussion: Eric provided a spreadsheet with data on a variety of potential fee structure measures. Council will study and discuss further at the July meeting.

Polaris contract renewal: We continue to make slow progress toward a new agreement.

### **New Business**

Privacy & Vendors: Sara distributed a sheet outlining patron privacy concerns that need to be addressed by 3rd and 4th party vendors that get access to Polaris data.

The meeting was adjourned at 11:04. Motion: Russ Wise; Second: Kathy Naftaly. Ayes: all; Nays: none.

The next meeting of the JA Council will be July 10, 2019 at MVLS