

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting November 20, 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, Mary Salluzzo, Eric Trahan, Erica Wing, and Russell Wise.

**Excused:**

**Guest:**

Council Chair Devon Hedges called the meeting to order at 9:33

The minutes for the September 11, 2019 JA Council meeting were approved as presented.  
Motion:Sara Dallas; Second:Tim McDonough. Ayes: All; Nays: None

Financial reports for September and October 2019 were reviewed and received for audit.

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

Payment Warrants for September and October 2019 were reviewed and received for audit.

Motion:Russell Wise; Second:Tim McDonough. Ayes: All; Nays: None.

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

PC Orders: The mid-year order is complete, with a few more site visits scheduled. The end of year order is mostly received; JA staff is working on creating a new image.

Building Projects: Galway's new building is complete.

Polaris Hosted: The migration to hosted servers was completed on 10/23, with Polaris up by 7:15AM. Everyone was very pleased with the Polaris part of the change. There were several lingering problems with third party vendors, many of whom needed a reminder about changed addresses and access protocols. Credit card payments took a week to straighten out. Receipt printer settings were unstable; Ill finally found and corrected the issue. Default printer settings and some specific Polaris errors still require resolution.

Several impacts of hosted service were reviewed. Geofencing is no longer an issue. Libraries that don't have static IP addresses (those with free Spectrum connections) require Ill intervention when IP addresses change. The report server has changed to a web-based platform. Report subscriptions have also changed and are stored in an archive.

Subdomain Reconfiguration: All local domains are now in place. Libraries are working on changing workstations. The T-1 lines will be going away in 2020.

Ill Contract: The latest effort, with a new representative, to get action on a new Ill contract has not produced results. We continue to operate with the 2004 Polaris Agreement with annual extensions and 5% annual price increases.

## **Committee Reports**

Finance: The 2020 Budget has been approved by all parties. The Annual Fees Meeting will take place on 12/11 at the Clifton Park-Halfmoon Public Library.

Policy: No Report

PAC Steering: No report.

Operations: No report.

## **New Business**

Meeting Dates for 2020 were established. Meetings will remain on Wednesday mornings at 9:30.

1/8/2020 (SALS)

3/11/2020 (MVLS)

5/13/2020 (SALS)

7/8/2020 (MVLS)

9/9/2020 (SALS)

11/18/2020 (MVLS) Note this is the third Thursday because of Veteran's Day.

12/9/2020 (CPH) Annual Fees Meeting

JA Council membership was discussed, with some terms changing at the end of the year. Karen Bradley will be going off the Council. Terry Pavoldi from Middleburg will be appointed to a three year term 1/1/2020 - 12/31/2022. Tim McDonough will serve another three-year term.

The meeting was adjourned at 10:02. Motion: Sara Dallas; Second: Alex Gutelius. Ayes: all; Nays: none.

The January meeting will be January 8, 2020 at 9:30 at SALS.