

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting January 12, 2020 9:30 am
Via GoToMeeting
Minutes

Present: Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Michele Largeteau, Tim McDonough, Kari Kakeh, Teresa Pavoldi, Eric Trahan, Erica Wing, and Russell Wise.

Excused: Mary Salluzzo

Guest: Megan Baker, Mary Carrier, Rebecca Darling, Don Flinton, Kristel Guimara, Jill Ryder, Sharon O'Brien, Ike Pulver, Jack Scott, Kim Zimmer

Council Chair Erica Wing called the meeting to order at 9:31 am.

Election of Officers: Motion to appoint Alex Gutelius as chair and Devon Hedges as vice chair. Russ Wise moved and Tim McDonough seconded. Motion carried. Ayes: All, Nays: None.

Council Chair Alex Gutelius led the meeting and thanked Erica Wing for serving as chair in 2021.

The minutes for the November 10, 2021 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Devon Hodges. Motion carried. Ayes: All; Nays: None.

Financial reports for November and December, 2021 were reviewed and received for audit. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Payment Warrants for November and December, 2021 were reviewed and received for audit. Motion: Tim McDonough; Second: Guin Forshey. Ayes: All; Nays: None.

Project Managers Report – Michele Reported

PC orders: The final Cassie PCs from the 2021 beginning of the year order have been delivered. Several items have arrived from the end of year order, including laptops and receipt printers. JA staff are waiting for the warranties to be correct on the laptops before they are sent to the libraries. The mini's and other printers have not arrived to date. Dave MacFarland is working on the details for the 2022 beginning of the year order.

Patron self-registration status: Wording and cosmetic changes have been made based on testing with the trainers. The trainers worked with staff from Clifton Park-Halfmoon, Crandall and Saratoga Springs to test the self-registration. The confirmation message needs to be generic for requirements for minors. The reminder notices need to be changed. The trainers will schedule a virtual session to answer questions and describe workflow. It is hoped to have this live by the end of February 2022.

Computer Support Specialist position: Jim Baker will start on January 18th. Jim used to work at Clifton Park-Halfmoon several years ago and has been working for the city of Saratoga Springs

since then. Jim has great experience and understanding of technical support in the libraries. He will be physically working in the SALS building.

SALS new phone system: JA is helping with the installation and configuration of a new VoIP phone system at SALS. With the new system, staff will answer their SALS phone extension from their cell phones or PCs when working from home. This will help with phone coverage for JA.

Year End: Jason Thomson has completed the year end processing and the NYS annual report creation for all libraries and the systems. He has released the reports to the systems to be reviewed and when they have been approved, the reports will be available on the JA intranet.

Committee Reports:

Finance Committee:

At the Annual Fee Discussion meeting, held on December 8, 2021, a recommendation was made to decrease the 2022 fees by 8% and have the libraries pay their telecommunication costs directly to the providers.

Many libraries currently pay their own telecommunication costs. With a reduction of JA fees, it was an appropriate time for this change.

MOTION: Decrease 2022 JA fees by 8% to a fee budget of \$667,971; and to standardize payment of library telecommunications invoices so that all are paid by the library, not by JA. Finance Committee Motion carried: Ayes: All; Nays: None

MOTION: to set 2023 JA fees at a 3% increase over 2022, bringing the JA fees budget amount to \$688,010 in 2023. Finance Committee Motion carried: Ayes: All; Nays: None

MOTION: to amend the 2022 JA Budget by decreasing the Fee Income line from \$726,055 to \$667,971; and to decrease the Telecommunications expense line from \$43,000 to \$18,468. Motion made by Eric Trahan; Seconded by Russ Wise; Motion carried: Ayes: All; Nays: none.

MOTION: to make the following changes to the approved 2022 JA budget, all in expense lines. To decrease Equipment from \$37,000 to \$32,000. To decrease Hardware Maintenance from \$11,000 to \$9,071. To increase Utilities from \$6,500 to \$10,617 To increase Building Maintenance from \$935 to \$1,075. To increase Insurance from \$2,400 to \$3,575. Motion made by Eric Trahan; Seconded by Russ Wise; Motion carried: Ayes: All; Nays: none.

MOTION: to amend the approved JA Budget to reflect the final 2021 Salaries and Benefits invoices not being paid until January 2022; increasing the Salaries line from \$477,692 to \$526,724; and the Benefits line from \$193,362 to \$209,763. Motion made by Eric Trahan; Seconded by Tim McDonough; Motion carried: Ayes: All; Nays: none.

Policy: No Report

PAC Steering: No report.

Operations: No Report

Old Business: None

New Business: None

Next meeting March 9, 2022.

Motion made by Guin Forshey and seconded by Kari Kakeh to adjourn meeting at 9:56 am.
Motion carried. Ayes: All; Nays: None.