Joint Automation Council
MVLS/SALS Joint Automation Project
May 11, 2022
9:30 am
Via GoToMeeting
Minutes

Present: Eric Trahan, Alex Gutelius, Guin Forshey, Kari Kakeh, Michele Largeteau, Russell Wise, Sara Dallas, Tim McDonough, and Erica Wing
Excused: Devon Hedges, Mary Salluzzo, Terry Pavoldi,
Guest: Christine Connell, Rebecca Darling, Don Flinton, Kristel Guimara, Jill Ryder, Sharon O'Brien, Jack Scott, Kim Zimmer

Council Chair Alex Gutelius called the meeting to order at 9:30 am.

The minutes for the March 16, 2022 JA (Joint Automation) Council meeting were approved as presented. Motion: Tim McDonough; Second: Eric Trahan. Ayes: All; Nays: None.

Financial reports for March and April, 2022 were reviewed and received for audit. Motion: Russell Wise; Second: Tim McDonough. Ayes: All; Nays: None.

Payment Warrants for March and April, 2022 were reviewed and received for audit. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.

Project Managers Report – Michele reported:
- PC (Personal Computer) orders
  - There are a few PCs (Personal Computer) that need to be delivered to libraries from the end of year order.
  - The beginning of the year orders has been placed with a different vendor.
- Polaris hosted server migration
  - The hosted migration to a new Polaris environment was completed on April 27, 2022.
  - Access to the Polaris client, LEAP and PAC were restored by 8:00am. Staff eCard and patron self-registration by 10:00am.
  - Many libraries required assistance with the change to their Polaris icons, but JA staff were able to help everyone remotely.
  - There was one brief outage for only the staff client in the middle of the day. Polaris resolved that issue very quickly.

- Jason Thomson worked through several post-migration issues and the servers are performing well in the new environment.
  - The JA staff is glad that the migration was postponed (twice) until Polaris had the correct environment settings. JA staff have since read that Polaris has halted migrations due to performance issues and are working on defining the correct environment before resuming migrations.
  - Jason and the rest of the JA staff worked extremely hard to make the migration as painless as possible for our libraries and they did an excellent job.
- Telecom billing change status
  - MidTel sites and some Frontiers change status was completed.
  - Chris Mundell is working with Indian Lake to move to Frontier fiber.
  - Chris still needs to work on Raquette Lake with Frontier
  - He is working with Spectrum to get better bandwidth for less money. When that is accomplished, he will change billing.
- IUG 2022
  - JA staff and the trainers attended the Virtual IUG (Innovative Users Group).
  - Due to the hosted migration many of us watched the recordings after the live sessions, which is an excellent feature.
- Building projects
  - JA staff is working with Town of Bolton, Amsterdam and three Schenectady branches (GNV, NIS, ROT) on various renovations
  - JA have also been consulting with Amsterdam and Johnstown on camera setups and Mechanicville for VoIP plans.
  - Schenectady County IT has reached out to us to discuss VoIP for the libraries. The JA policy is to keep phones and data drops separate. We expect to be discussing options with them soon.
- Router supply issues
  - The Ubiquiti routers that we use for libraries are unavailable. The next model up is either unavailable or extremely pricey. We are looking for options and keeping an eye on availability. We still have 6-8 in stock for replacements.
- JA staffing – With Mary Hanley retiring we are evaluating the need to hire more staff. Jim Baker has been a fantastic addition to the JA staff. He is knowledgeable and has been an asset right from day one. We are going to see how things go and decide soon if and what position to hire.

Committee Reports
Finance: No report.
Policy: No report.
PAC Steering Committee: No report, but a request was made to change the wording on the screen regarding availability.
Operations: No report.

Old Business
None.

New Business
Christine Connell was introduced as the new SALS (Southern Adirondack Library System) Trustee representative on the JA Council. Russ Wise was thanked for his years of service. He acknowledged the splendid work being done by the JA Staff.

Brief discussion about whether to hold future JA meetings virtually or face-to-face. No decision was made.

The meeting was adjourned at 9:45 am. Motion: Russ Wise; Second: Tim McDonough. Ayes: all; Nays: none;

The next meeting of the JA Council will be July 13, 2022.