MVLS/SALS Joint Automation Project
Joint Automation Council Meeting September 13, 2023, 9:30 am
Meeting at MVLS
Minutes

Present: Christine Connell, Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Teresa Pavoldi, Eric Trahan, and Erica Wing. Haileab Samuel participated via Zoom.
Excused: Tim McDonough
Guests: None in-person; several attended through Zoom.

Council Chair Devon Hedges called the meeting to order at 9:35.

The minutes for the July 12, 2023 JA Council meeting were approved. Motion: Alex Gutelius; Second: Christine Connell. Ayes: All; Nays: None.

Financial reports for July and August, 2023 were reviewed and received for audit. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.
Payment Warrants for July and August, 2023 were reviewed and received for audit. Motion: Eric Trahan; Second: Christine Connell. Ayes: All; Nays: None.

Project Managers Report - Michele reported:
PC Orders: Nearly all machines from the existing order have been imaged and delivered. Two Cassie sites are awaiting final implementation. The deadline for the end of year order is September 22. Michele has shared a message with all sites indicating that the G4 model will go off warranty at the end of 2023; G5 at the end of 2024.
SCPL Projects: There was a vendor delay for the new self-checks; they are now expected in late October. JA is ready to help install when they arrive.
Meraki Hardware at SALS Libraries: JA is assisting in the replacement of all 10-year-old hardware in SALS libraries. Most are done, some wiring still needs to be scheduled.
MVLS InDemand: is a new Ingram product that MVLS in piloting to facilitate a new and popular floating collection for MVLS libraries. JA was active in determining the settings for this collection.
JA Intranet: Updates have been needed for years. The current plan is to separate the content that is public versus information that will be behind a password.
Programmer Analyst Position: Jessie Jenson has started. He previously worked for Polaris as manager of customer success. He brings lots of relevant experience.

Committee Reports
Finance: The JA Draft 2024 Budget was presented. The council approved the budget, sending it on to the SALS and MVLS boards of trustees for final approval. Motion: Eric Trahan; Second: Sara Dallas. Ayes: All; Nays: None.

Policy: No Report.

<u>Operations</u>: No Report.

Old Business: None.

New Business: Eric provided an introduction to Polaris settings review, update and possible standardization; an effort to update library settings from when they were set over 20 years ago. JA staff and trainers will begin to develop minimum and maximum recommended values for a variety of settings.

CDLC – Kari announced RACC committee has been renamed the Information Management & Technology Committee. They would like to have some members from SALS and MVLS libraries.

The meeting was adjourned at 9:54. Motion: Alex Gutelius; Second: Eric Trahan. Ayes: all; Nays: none.

The next meeting of the JA Council will be November 8, 2023, at SALS.