MVLS/SALS Joint Automation Project
Joint Automation Council Meeting May 23, 2018, 9:30 am
Southern Adirondack Library System
Minutes

Present: Karen Bradley, Sara Dallas, Alex Gutelius, Devon Hedges, Kari Kakeh, Michele Largeteau, Mary Salluzzo, Eric Trahan

Excused: Tim McDonough, Kathy Naftaly, Erica Wing, Russell Wise

Guest: Colleen Smith

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

The minutes for the March 14, 2018 JA Council meeting were approved as presented. Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None.

Financial reports and Payment Warrants for March and April 2018 were reviewed and received for audit. Motion: Sara Dallas; Second: Eric Trahan. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC orders: The first order was received and the PCs are being configured and delivered. The latest and largest Microsoft (MS) update (the spring creator update) is being added to the PCs when Mary is visiting the libraries by imaging them. MS has been doing two large updates per year (Fall and Spring) and these are difficult to apply without the JA staff reimaging the computers. The next PC order will be announced in June.

Building projects: JA is working with library staff at Mt Pleasant, Gloversville, Galway, Cobleskill and Pember.

Patron/statistical class project: Quipu provided a demonstration and everything is working well. The MVLS/JA attorney reviewed the contract and made changes that Quipu approved. The cost of the product will be an initial fee of $18,000 (paid by SALS and MVLS) and $3,740 annually (after the first year) that will be paid through the JA budget.

Council members discussed home address designation. It was recommended that the Operations Group discuss this issue in detail.

Motion was made by Eric Trahan and seconded by Karen Bradley to sign the contract with Quipu. Ayes: All, Nays: None.

Firewall upgrade: The new IDS/IPS is in place, and by using geo-fencing, it blocks packets from/to countries outside of the US and Canada. This is the only facet of the firewall that needs to be replaced. There has been no End-of-life announcement for the hardware. It may be necessary to migrate the software in the future, but not anytime soon.

Syndetics Unbound: A message was sent to all MVLS/SALS directors. Ten libraries responded that it made sense to switch from Novlist Select and Plus. The change will be made in the PAC at the same time as the Polaris 6.0 upgrade.

Motion was made by Devon Hedges and seconded by Alex Gutelius to sign the contract and pay for Syndetics Unbound. Ayes: All, Nays: None.

OneDrive: Trainers are working with JA staff on OneDrive documentation. Clifton Park-Halfmoon, Crandall and Saratoga OneDrive will be released through their IT staffs with options to manage shared areas. Chris Mundell will work with MVLS and SALS to configure shared areas for them to replace the file servers.

JA staff is working on structure and planning to replace the JA Intranet with a SharePoint solution.

The Crandall library is replacing all RFID hardware and software. Crandall staff will develop an RFP. JA staff will review and assist with the selection.

JA staff has been working on an electronic method to allow library staff to accept an agree to the JA Security Policy. It should be ready to roll out soon.

Polaris upgrade: Due to PCI compliance rule changes, credit card payments required using TLS v1.2 by June 30, 2018. TLS is Transport Layer Security (secure protocol for communication between systems). To make this work, Polaris needs to upgrade to 6.0.

Schenectady and Crandall are working with the vendor Bibliotheca, to get the necessary updates for self-checks.   Clifton Park-Halfmoon and Saratoga need Polaris 6.0 for their staff devices. JA staff has asked Comprise not to implement before June 27, 2018.

This Polaris upgrade mostly affects LEAP and PAC.

Diane Robinson is working with the MVLS/SALS trainers on the clean up required for Patron Address Types. They are establishing a finite set of types and the conversion required.

There will be a need to customize Notices (adding call numbers and phone numbers). It is projected that there will be less or no PAC customizations. The upgrade will happen overnight June 26-27, 2018.

The JA staff is working on and looking at Polaris being hosted. Diane Robinson and Michele Largeteau will start planning for next year being hosted. Clifton Park –Halfmoon, Crandall and Saratoga will use RDP, this means, there will be changes to the wide area network and savings on telecommunications, simplification of the security and removal of JA from the PCI part of credit cards.

Committee Reports:
- Finance Committee – No report
- Policy Committee – No report
- PAC Steering Committee – No report
- Operations Committee – No report

Old Business: Zepheria status - JA has heard from the III sales representative that we will receive an official response regarding breaking the contract.

New Business: No report.

The meeting was adjourned at 10:21 am. Motion: Karen Bradley; Second: Devon Hedges. Ayes: all; Nays: none.

The next meeting of the JA Council will be July 11, 2018 at MVLS.