

**MVLS/SALS Joint Automation Project**  
**Joint Automation Council Meeting January13, 2021, 9:30 am**  
**Virtual meeting via GoToMeeting**  
**Minutes**

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

**Excused:** Sara Dallas

**Guest:** Erica Freudenberger, Kim Zimmer, Jill Ryder, Sharon O'Brien, and Michelle Duell

Outgoing Council Vice Chair Erica Wing called the meeting to order at 9:34.

Guin Forshey was introduced as a new member of the JA Council, representing the Crandall Public Library. Devon Hedges is beginning another term as the representative of the Schenectady County Public Library.

Erica Wing was nominated to serve as Council Chair in 2021; Motion: Eric Trahan; Second: Devon Hedges. Ayes: All; Nays: None. Russ Wise was nominated to serve as vice chair; Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

The minutes for the November 12, 2020 JA Council meeting were approved as presented. Motion: Russ Wise; Second: Tim McDonough. Ayes: All; Nays: None.

Financial reports for November and December 2020 were reviewed and received for audit. Motion: Eric Trahan; Second: Russ Wise. Ayes: All; Nays: None.

Payment Warrants for November and December 2020 were reviewed and received for audit. Motion: Eric Trahan; Second: Tim McDonough. Ayes: All; Nays: None.

**Project Managers Report - Michele reported:**

PC Orders: Equipment is arriving from the 2020 year-end order. JA staff is producing new images, and will get the new equipment out to libraries. The next order should be in February or March.

GoDaddy site updates: All website updates have been completed.

GLE RFID: A new sorter is in place, self-checkers and gates are also being replaced. JA staff is investigating updating tagging to meet new standards. Crandall expressed appreciation to JA staff for all of their help. They like the new equipment.

Patron Self-Registration Status: Quipu continues to work on setting up the new software. System trainers will assist with roll-out once Quipu is ready.

Building Projects: Greenwich is the only current project.

Year End Stats: Year end reports are on the report server. Annual report information is being reviewed by the systems. These reports will be released soon.

COVID-19 relief request for Ill billing: New contracts will lower future increases are under review.

CPH CapiraCurbside: JA staff assisted CPH with the setup of CapiraCurbside, a mobile app for

patrons to schedule curbside pickup. The app integrates with Polaris using the API.  
Printing in Polaris: Ill changed printing to remove unneeded printers. F5 now shows only the local library's printers  
COVID Settings Changes: JA staff and trainers are dealing with lots of settings changes for library closings, etc.  
Meraki Wireless: The last few libraries are finally implementing Meraki wireless. Only one MVLS library remains.

### **Committee Reports**

Finance: Following up on the December 9 open finance committee meeting, the committee proposed no increase for fees in 2022. Also, since 2020 data will be skewed by COVID-19, the recommendation includes continuing to use 2019 data to compute 2022 fees. The recommendation was approved. Motion: Eric Trahan; Second: Mary Salluzzo. Ayes: All; Nays: Note. This will go to the SALS and MVLS boards for approval.

Policy: No Report

PAC Steering: No report.

Operations: No Report

### **Old Business**

Subject Heading Change: Discussion continued on the subject headings changes considered at the November JA Council meeting. Because of the challenges introduced by weekly updates to authority files, both system trainers expressed preference for adding local headings rather than deleting the authority headings. The consensus at this point is to wait to see if LC can now implement changes, and to revisit this proposal at a later date.

### **New Business**

The meeting schedule for 2021 was approved with meetings set for the 2nd Wednesday of every other month: January 13, March 10, May 12, July 14, September 8, November 10 and January 12, 2022.

The meeting was adjourned at 10:00. Motion: Devon Hedges; Second: Eric Trahan. Ayes: all; Nays: none.

The next meeting of the JA Council will be March 10, 2021.