

**Joint Automation Project  
Operations Committee Minutes  
October 5, 2011 at SALS**

Present: Deb Callery, Val Catlin, Becky Fasulo, Jennifer Ferriss, Lisa Flood, Jane Getty, Mary Hanley, Mary Ann Hunter, Donna Kuhner, Sue Laing, Michele Largeteau, Diane Robinson

Excused absences: Vicki Adams, Sharon O'Brien

Guests: Sally Gillich, Christine McDonald, Kathy Naftaly

**Welcome-** by Michele Largeteau; she welcomed Jane Getty to the Operations Committee. Jane is replacing Leah LaFera on the committee.

### **Previous topics**

- **Purging-** The annual purge of patron records will occur on Thursday October 6th, 2011. For the purge, we will delete patron records from the Polaris database if they meet all of these criteria:
  - The patron has not been active since before 1/1/2008
  - The patron does not owe any fines
  - The patron is not in the "Delinquent Borrower" patron code
  - The "Do not delete patron record" option is not checked.
- **ILL loaning list-** nothing to report
- **Text messaging notification-**
  - Jennifer passed around a change that will be implemented in the 4.1 version of Polaris. The separate "Mobile phone" field will be removed. Any phone number can be a cell phone if a carrier is selected. One phone number can be designated for TXT.
  - Text messaging is turned on by default for all libraries, but libraries need to add information to patron records to use it. Crandall rolled out the opt-in sign up on Monday October 3rd. Clifton Park will roll out their opt-in sign up on October 17th.
- **Book clubs-**Leah LaFera created a best practices and guidelines document to be distributed to the members by the trainers and posted on the JA Intranet.

### **New topics**

- **New build on October 26<sup>th</sup>-** is mostly fixes, many of which we wanted; JA wants the system to be up for use in the morning, but libraries are advised to stand by with offline circulation. Committee members are asked to test Polaris on Trainer.
- **E-commerce status-** Kathy Naftaly reported:
  - The committee is researching banking questions; the answers will vary by bank, and different libraries use different banks.

- Implementation: It was suggested that the first step be to enable patrons to make payments using the PAC; libraries would have to opt in to use this. Later, the service could be integrated at the library, but this would require workstation hardware, license and maintenance fees, and possibly a higher level of security, with an alternative being a PAC workstation where patrons might make their transactions. GLE and SAR can take credit card payments at their self-check units, so have more options. The committee's research continues.

### Other items discussed

- **Mailers, oversize Z-fold-** JA staff tested these (8 ½ x 14) in the new build, but they did not fit into #10 envelopes, as they were supposed to. There being little interest in these mailers among the committee members, JA will table work on them for now.
- **PUG Conference** (Dallas, TX)- Jennifer Ferriss attended and reported:
  - PAC 4.1 is redesigned to be easier to maintain and customize; redesigned icons; every bib. field can be displayed.
  - Community profiles can link to community partners, who can update their own information once it is entered by libraries. (at extra cost),
  - Polaris is working with Overdrive, 3M, and B&T (Blio) to enable circulation of e-books from Polaris.
  - Acquisitions will include an Advance Shipping EDI option so that when the barcode on the box is scanned; all the items in the box are scanned in and received. Invoicing and receiving processes are separated out.
  - PUG web site has been updated, with some content being password-protected. Jennifer is on the steering committee for the next 2 years.
  - The Polaris extranet will be PolarisTown, and users may need individual passwords.
  - Jennifer is willing to share her documentation- ask her if wanted.
- **Amsterdam Spanish collection-** Jane Getty reported that the library is getting a collection of Spanish language materials from U. Albany.

**Next meeting** – December 7th at 9:30 at MVLS

Respectfully submitted, Valerie Catlin (with help from Jennifer Ferriss)