Present: Beth DiMido, Christine Connell, Sara Dallas, Guin Forshey, Alex Gutelius, Devon Hedges, Kari

Kakeh, Michele Largeteau, Tim McDonough, Teresa Pavoldi, Eric Trahan, and Erica Wing.

Excused: Haileab Samuel

Guests: Chris Mundell, Whitney Hubbard, Nicole Hemsley, Charity Thorne, Kim Zimmer, Doug Bixler, Sharon O'Brien, Bev Osborne, Jill Ryder, Kathy Naftaly, Valerie Acklin, Maria Cancro, Rebecca Verhayden, Jack Scott

Council Chair Devon Hedges called the meeting to order at 9:31.

Council Chair Hedges introduced a slate of 2024 JA Officers: Alex Gutelius, Chair, and Erica Wing, Vice Chair; Sara Dallas moved, and Eric Trahan seconded. Motion passed.

Tim McDonough moved, and Guin Forshey seconded the approval of the minutes for the September 13, 2023, JA Council meeting. Motion passed.

Eric Trahan reviewed the September, October, November, and December 2023 financial statements. There was one explanation: in December 2023, a member library piece of equipment was charged to JA in the amount of $109.95. Eric Trahan moved, and Christine Connell seconded a motion to receive for audit. Motion carried.

Payment warrants for September, October, November, and December 2023 were reviewed and received for audit. Motion: Eric Trahan, Seconded Tim McDonough. Motion carried.

Project Managers Report - Michele reported:

PC orders: All of the equipment from the end-of-year order has been received. The small form factor models came in much later than the others. They have been configured, and Jim Baker is coordinating the deliveries. The next order will be announced in the early Spring.

Meraki hardware for SALS libraries: The wiring for the last few sites has been completed, and all of the Meraki hardware has been installed for the SALS grant.

JA Intranet: The JA staff is putting the finishing touches on the external site for JA Council information. It will be announced when it is ready. This will be accessible without a username and password and will be accessible for trustees. It will include the JA Council, meeting information, budgets, and fees. Once this is completed, work will begin on the internal site, which will be incorporated with the Microsoft 365 tenant, similar to the Report Archive and KnowBe4 training.

Stillwater Public Library building project: The newly renovated building opened in November and is beautiful. JA staff assisted with wiring, wireless, network, and PC setup.

RFID upgrades – SAR, SCP: SAR IT staff have upgraded self-checks and credit card devices. JA has provided support as needed. SCP is replacing all of its RFID equipment. Some self-checks have arrived, and JA staff worked with SCP staff and Bibliotheca to install the new devices. Staff pads will be installed soon. We are still waiting for the desktop self-checks, credit card devices, gates, and sorter to be delivered. Bibliotheca has delays with their manufacturing. JA staff will assist when these arrive.

SAR server replacement: SAR IT staff have contacted JA for advice on replacing their local staff server. Chris Mundell reviewed and offered advice on the quotes and will assist with configuration and setup if needed.

Mvls.info emails blocked: The week before Christmas, emails from any mvls.info address to Spectrum/Roadrunner/Charter addresses were being blocked by Spectrum. Chris worked hard with Spectrum and Microsoft over vacation and the holiday break to find a resolution. Unfortunately, this was not resolved until December 26th due to the holidays. The problem was due to some other .info addresses on Microsoft 365 sending out lots of spam. Spectrum blocked all .info addresses, and our mvls.info addresses got caught up with the block.

SCPL IT proposal: In November, JA received an email from Schenectady County outlining a plan to have the library switch its IT support (for everything other than the ILS) from JA to the county's IT department. The plan outlined had several items:

> The first was related to their domain registration, for which we provided information so they could immediately transfer that registration.

> The second involved moving to the County's Microsoft 365 tenant and eliminating the MVLS/SALS email. Due to the way that our services are connected to our active directory and our Microsoft 365 tenant, keeping our email accounts is required. Our services use those accounts and send notifications automatically to those addresses. While the library staff can use the County's Microsoft 365 tenant and email, they will also need to maintain and read email at their mvls.info addresses. (examples: Polaris password expiration, Security Policy, user training, notice reports, ILS reports)

> The rest of the items are related to the networks and PCs. Their proposal is different from other large libraries that have local IT staff (Clifton Park, Crandall, and Saratoga) in a few ways:
>> 1. The access they are requesting, and the configurations they are proposing are not the same as we have with the other large libraries. (examples: staff networks part of county networks, networks not managed by JA staff)
>> 2. The County IT support staff are not library employees but employees of a third party.
>>> JA has precise security controls, policies, and requirements to protect the ILS and patron data for all of the libraries in the eight counties we serve. We want to ensure that anything we agree to will maintain that same level of security.
>> 3. We have had some communication via email, and there is a meeting planned for January 25 to discuss this in person

Committee Reports

Finance: MVLS has a new account that allows a greater interest rate. MVLS is also switching to Quickbooks online. Due to a budget deficit, the committee recommends a 3.5% increase in JA fees in 2025. Motion to increase JA fees to 3.5% increase; Motion Eric Trahan, second by Christine Connell. Motion passed. The fee increase will be forwarded to the SALS and MVLS board of trustees for final approval.

Policy: No Report.

Operations: No Report.

Old Business: None.

The meeting was adjourned at 9:47. Motion: Tim McDonough; Second: Eric Trahan. Motion passed.

The next JA Council meeting will be at SALS on March 13, 2024.