

MVLS/SALS Joint Automation Project  
Joint Automation Council Meeting March 13, 2024, 9:30 am  
Meeting at SALS  
Minutes

Present: Beth DeMidio, Christine Connell, Sara Dallas, Guin Forshey (virtual), Alex Gutelius, Kari Kakeh (virtual), Michele Largeteau, Tim McDonough, Teresa Pavoldi (virtual), Eric Trahan, and Erica Wing.

Excused: Haileab Samuel

Guests: Devon Hedges, Jill Ryder, Maria Cancro, Diane Empie, Charity Thorne, Valerie Acklin, Doug Bixler, Rebecca Verhayden, Jim Foster, Susan Flint, Trevor Oakley, Kim Zimmer, Kathy Naftaly, Jenn Richard, Sharon O'Brien, Chris Mundell, Ike Pulver, Rebecca Dyehouse

Council Chair Alex Gutelius called the meeting to order at 9:31.

Chair Gutelius asked to amend the agenda to include public comment as part of new business.

Eric Trahan moved, and Beth DeMidio seconded the approval of the minutes for the January 10, 2024, JA Council meeting. Motion passed.

Eric Trahan reviewed the January and February financial statements. He reported that the reports look different but contain the same information due to a change in software. Eric Trahan moved, and Christine Connell seconded a motion to receive for audit. Motion carried.

Payment Warrants for January and February were reviewed and received for audit. Motion: Eric Trahan; Second: Tim McDonough Motion carried.

### **Project Managers Report**

*PC orders:* Dave MacFarland is working on getting quotes from multiple vendors for the next group PC order.

*Computer Room AC issues:* The computer room AC gave humidity errors in February. TBS found a leak in a canister. The humidification has been turned off until the parts are received. The cost for repairs is \$3,990. TBS recommends replacing the unit in the next year or two.

*Microsoft storage limits:* Microsoft has changed the storage unit per user to 100GB. The notice sent originally stated it would go into effect in August. However, it has already gone into effect.

Ten accounts are over the limit, including some shared storage accounts (OneDrive spaces we set up for libraries to use for shared storage). JA purchased licenses for these accounts. All other users were very much under that limit. Adding this license level to all users would be very costly, but it is manageable for this number. An eye will be kept on accounts and limits.

*Industry email changes:* Large email providers (Gmail, Yahoo, etc) announced in the fall that they would be implementing changes in order to prevent email spoofing and spam. This required JA to add DNS entries defining who can send emails as sals.edu or mvls.info. These changes were implemented in the fall. These providers started enforcing the changes at the start of the new year. SALS/MVLS email was not affected. However, it has affected the mailing services (such as Constant Contact and MailChimp) that many of the libraries use. These services are often set up to send mail as library@sals.edu or mvls.info. Chris Mundell is working with these companies and libraries to provide a solution. The solution will be in place shortly.

There have been various email issues. In December, Spectrum blocked all .info addresses from Microsoft 365. There are occasional hit blocks from Spectrum, but they usually correct themselves. This past weekend, staff started seeing failed deliveries (to Yahoo, Frontier, AOL, etc). The cause appears to be that Microsoft has been flagged on third-party email blacklists. Microsoft is aware of the issue, and JA has opened a ticket with Microsoft. The problem may be fixed, but it has not yet been confirmed. It is being monitored.

*New JA council website:* The new public-facing website has been announced. The URL is <https://jacouncil.sals.edu>.

This site is public and, therefore, available to trustees. Information on the website includes the JA Council, members, committees, meeting calendar with agenda and minutes, financials, budgets, and policies.

*Next Polaris ILS upgrade:* It is scheduled for overnight Tuesday, April 16, into Wednesday, April 17, 2024. It is a two-version upgrade to 7.5; it is hoped that the ILS will be available as early as possible on Wednesday morning. JA pays Clarivate \$2500 per our contract to perform the upgrade overnight. The What's New documentation is available on the Customer Supportal. Instructions were included in the announcement to users. Trainers and JA staff will be evaluating the changes, and if necessary, we will schedule a JA Operations meeting.

*GoDaddy hosting site issues:* There have been two recent issues with the GoDaddy-hosted sites. There were some disk space issues after upgrading some software for the sites. It was caused by a calendar plugin creating too many error logs. Jesse Jensen worked with Jack Scott to make changes to correct the problem. The second was due

to the SALS website, which was infected with malicious code and caused a slowdown of all sites. Jason Thomson and Jack worked to fix this issue.

*Library projects:* JA staff continues to work with Schenectady County Public Library on the installation of RFID equipment. Gates and the sorter were installed at Main. There are still more self-checks and credit card readers that need to be installed once delivered.

Chris Mundell has been working with SCP and Schenectady County to facilitate network upgrades on the internet lines at their branches.

Chris provided information for a project to install wireless at a public dock on the river for the Mechanicville Public Library.

The Whitehall Free Library did some renovations to add office space. Chris provided some options for the wiring for this area.

Chris and Michele Largeteau met with Kim Zimmer, Adirondack Cabling, and the library's engineer to plan the wiring for the work being done to renovate the back of the building. The renovations are coming along, and the space will be awesome.

#### Committee Reports

Finance: No report

Policy: The policy committee will meet between now and the April meeting to bring revisions to four policies.

Operations: No Report.

Old Business: None.

New Business:

On March 11, 2024, JA and the two systems received official notice that Schenectady County Public Library will withdraw from the Joint Automation Project within 180 days. MVLS, SALS, and JA will form a transition team to work through the steps.

Public Comment:

Christine Connell asked about the NYS broadband project. Yes, we are involved.

As mentioned in the MVLS and Directors meeting, are we still working towards a joint press release? Yes, but we are not anywhere near that announcement yet.

Is SCP going to listen to public comments? JA, MVLS, or SALS cannot comment on their plans.

Can someone speak about how directors will be informed during the SCPL withdrawal process? This will come out in the transition plan's development.

When can we expect the transition plan? It will be developed during March and April, prior to the next JA Council meeting in May.

Where will the FAQ be located? The JA website, and MVLS and SALS websites.

Tim McDonough moved, and Eric Trahan seconded that the meeting adjourned at 9:47. Motion passed.

The next JA Council meeting will be on May 8, 2024 at MVLS.