

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting September 11, 2024, 9:30 am
Meeting at MVLS
Draft Minutes

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

Council Chair Alex Gutelius called the meeting to order at 9:30 am. It was noted that there was no quorum. The approval of the July 10th, 2024, draft minutes and the receipt of the financial statements for July and August 2024 and warrants will be moved to audit at the November 13, 2024, meeting.

Project Managers Report

PC orders:

All computers from the beginning of the year order have been delivered. Dave MacFarland has requested vendor quotes for the end-of-year order, which should be announced in October.

The JA staff is testing a Chromebox solution running on ChromeOS that could potentially be used for web browsing, web apps for MS365, and LEAP. It will probably not be a good solution for public PCs, but it might be a lower-cost solution for staff use. More information will follow.

Barracuda quarantine option:

The new quarantine option was announced right after the last meeting. JA has not gotten much feedback. It is estimated that 25% of users are using it.

Polaris ILS issues:

JA staff has gotten reports of text messages from Polaris for patrons using Verizon or Spectrum being delayed or not arriving. This appears to be a problem with Verizon not fully supporting texts sent as emails. Library staff have been warned and JA staff are working with III and Verizon to find solutions. A quick look this week did not show the problem. JA staff is speaking with III about a new SMS product that would eliminate the email-to-text solution. But there is a cost.

Printers:

Printers are slow to show up when a user first connects to Polaris with the RDP client, but sometimes, the connection gets hung up, and JA Staff must contact III to reset the print spooler. This has been an ongoing issue, and III is aware of it. This problem does not happen with LEAP.

LEAP/PAC issues:

A few times, LEAP and the PAC have hung up, and III has had to reset service to resolve the issue. JA staff will continue to work with III if it happens again.

III / Polaris contract:

Michele Largeteau has been with the III sales reps to negotiate a 5-year contract. Negotiations continue to work out details for an initial % discount and terms for the increase for years 2-5. The current contract expires at the end of 2024.

Library projects:

JA staff worked with Crandall on Patron Point.

Clifton Park-Halfmoon went fine-free on September 1, 2024. Jill Ryder and Jason Thomson coordinated the changes in Polaris, and Jason worked with III to waive fines.

Johnsburg has added Hoopla.

Chris Mundell has provided information or worked with several libraries to implement MFA. He is also testing a new method that uses a fob rather than a cellphone. It is similar to the key tag fob but easier to program (it doesn't require admin to program). JA did not have this ability before but recently added a new license key to MS365, which gives us the ability to manage MFA (they will be making a change that, w/out this license, would make us turn on MFA all at once for all users) and also makes this USB fob an option.

JA staff assisted Gloversville and Sharon Springs with Cyber liability insurance.

JA staff is working with the trainers (Jill and Sharon O'Brien) to plan Polaris, accounts, and network changes for the SCPL withdrawals.

Committee Reports:**Finance Committee:**

The draft 2025 budget could not be approved, but it will be sent to the MVLS and SALS Boards for approval during the September board meetings. Eric Trahan noted that there is a healthy fund balance, even before the two systems' contributions are recorded.

Policy Committee: No report

Operations Committee: No report

Old Business: SCPL withdrawing from JA.

Jill Ryder presented a Transition team report. The transition team met on August 5, 2024, at MVLS. In attendance were;

JA/MVLS/SALS: Dave McFarland (JA), Chris Mundell (JA), Jason Thomson (JA), Michele Largeteau (JA), Eric Trahan (MVLS), Sharon OBrien (MVLS), Alex Gutelius (JAC), Jill Ryder (virtual - SALS), Sara Dallas (virtual - SALS)

From SCPL/County IT: Brenda Schworm (SCPL board), Charity Thorne (SCPL), Ken Wagner (SCPL), Alexa Mason (IT), Zach Knapp (IT), Jon Lorang (virtual - IT), Luke Fitch (virtual - IT), Madelyn Thorne (virtual – SCPL board)

The goal of the meeting was to mutually identify considerations of SCPL's transition out of the JA Project, including possible milestones and deadlines. The group worked well to agree on what we could do, accommodate requests, and identify areas of further investigation and consideration to be discussed at future meetings.

Review of decisions made at the last meeting on April 22, 2024.

All agree on items A-F as listed on agenda item #2. Zach shared that network equipment is ready or close to prepared for all sites. He is waiting for one circuit at the main. Michele requested that JA be kept informed and involved in equipment status/changes, as JA relies on photos/information of network configurations for support purposes. Confirmed that one week before exit is fine for network cutovers. Charity shared that the new SCPL website is in progress, and the plan is to move to a new host before the exit date.

Outstanding items:

Reciprocal holds: A JA Council ad hoc committee reviewed this topic. The committee recommended stopping reciprocal holds four months before the exit date, which the MVLS and SALS boards will approve.

Patron self-registration: After further discussion, JA and trainers are fine with continuing this service to whatever date SCPL wants, up to the date of withdrawal from the Polaris ILS. SCPL agrees and will provide a date if they wish to stop this service before the exit date.

Data conversion: SCPL requested an initial pull of their item, bib, and patron data from JA via email on July 30, expecting to receive that data by August 6. At the meeting, Michele asked if SCPL would migrate to another III product. Charity confirmed that SCPL would use a III product after their exit from JA. JA did complete this data pull in time to meet SCPL's request. Since SCPL will stay with III, and III will do the data conversion for free for customers moving from one III platform to another, JA proposes having III do the data conversion to ensure that data is in the format III prefers. Having the vendor do this data conversion will also allow SCPL to receive the additional

data elements that they are interested in (outlined in an email to the Transition Team on 4/30);

JA is fine with allowing III to provide this additional data related to SCPL patrons and bibs/items. The data pull that Jason completed was offered to SCPL at the meeting, but SCPL declined, as all parties agreed to wait for III to extract data that would be more useful.

iPad Lab: Dave shared that this can be handed over at any time; SCPL/County IT needs to provide an email account to hand over to the Apple Business Manager. Once a new SCPL/County account is added, JA will remove their account after making the SCP/County account the Admin. Zach will provide JA with an email address. JA will stop supporting the iPad lab once that change is made, and SCPL/County IT will have administrative access.

Public server at main: Currently, it is the Cassie manager. Zach is aware of a print server coming in; at cutover, they will stop using Cassie. License keys belong to JA, and with an SCPL email address, we can transfer the licenses for DeepFreeze and SnapDeploy. The Cassie license will just be removed since they will not continue with that. The Windows license is also a JA key, so if the server will be in service, we would want an MOU about destroying the key.

Selfchecks: Jason can remotely remove the connection to Polaris. SCPL will have to set up connections to the new ILS. An email address is also associated with self-checks. Selfcheck software must have a new email entered for receipts to continue working. Ken has admin cards for all the self-checks.

Services networks: Chris shared that there are networks for fire alarm services, etc., at several locations. Chris can work with SCPL IT to reconfigure those routers and move them to SCPL networks. Credit card routers would require the same updating. County IT will provide IP addresses to add to remote management access lists on routers. Payment gateways will need to be updated. SCPL will share new IPs with JA. Michele requested that SCPL keep open communication with JA regarding dates/planning to ensure the necessary staff are available to facilitate changes. Meraki will be transferred. The standard storage device also needs to be updated.

Migration/Exit dates: The SCPL board is meeting on 8/6/24 to consider approving the extension agreement with JA. Once contracts are signed, dates for data pulls, actual migration, etc., will be largely on the vendor's timeline, with actual dates determined collaboratively by JA, SCPL, and the vendor.

Milestones/Deadlines: No changes were made to the table, as shown in the agenda.

Other: Eric mentioned that we need to add dealing with CBA items to the calendar to deal with those before the transition. Sharon will work with Charity to begin removing CBA items from SCPL locations with the assistance of SCPL staff.

Next meeting: Jill will poll for a date after the next MVLS and SALS board meetings (aiming for the end of Sept).

New Business: No report.

The next meeting will be held on November 13, 2024 at SALS.

Respectfully submitted,

Sara Dallas

September 12, 2024