

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting January 8, 2025, 9:30 am
Meeting at MVLS
Minutes

Present: Bill Bonner, Christine Connell, Sara Dallas, Leah Fitzgerald, Guin Forshey, Alex Gutelius, Michele Largeau, Trevor Oakley, Teresa Pavoldi, Eric Trahan, and Erica Wing. Kari Kakeh attended via Zoom.

Excused: None

Guests: Chris Mundell in-person; several attended through Zoom: Diane Empie, Jen Ferriss, Kristel Guimara, Sharon O'Brien, Jill Ryder, Jack Scott, Tom Shaginaw, and Kim Zimmer.

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

Election of 2025 Officers: Eric Trahan nominated Erica Wing to serve as Council Chair for MVLS. Sara Dallas nominated Guin Forshey to serve as the Vice Chair for SALS.

There were no other nominations. Alex called for a vote, The slate was approved. Motion: Sara Dallas; Second: Terry Pavoldi. Ayes: All; Nays: None.

Erica Wing took the gavel as the new JA Council Chair.

The minutes for the November 13, 2024 JA Council meeting were approved. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.

Financial reports for November and December, 2024 were reviewed and received for audit.

Motion: Eric Trahan; Second: Alex Gutelius. Ayes: All; Nays: None.

Payment Warrants for November and December, 2024 were reviewed and received for audit.

Motion: Eric Trahan; Second: Sara Dallas. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: Computers ordered through the year-end 2024 order have been received, Images are in process. Microsoft Office pricing is affecting completing the images.

Microsoft Office Pricing: JA has been using Microsoft Office Education licenses for many years. Microsoft has declared that libraries are no longer eligible for that, and now fall under Not-for-Profit licensing, significantly increasing the cost. We hope to be able to implement TechSoup pricing to bring that down. At the same time, we are working with NYLA and ALA to advocate for change.

Year End / Annual Reports: The year-end processes are complete the state annual report data for each library is posted on the JA intranet.

III Polaris Contract: JA is waiting for III to complete the contract, and then it will go to legal review.

Vega Discover – Innovative Mobile: A webinar and survey for libraries was held in November. Survey responses were positive. In addition, Vega has accessibility features that will not be added to the basic PAC. The Council voted to approve upgrading to Vega Discover and to send

that request on to the SALS and MVLS boards. Motion: Sara Dallas; Second: Alex Gutelius. Ayes: All; Nays: None.

Quipu eCard: When the vendor does the next update, there will be changes in how some address fields move to Polaris. Some functionality will come back after the next Polaris upgrade. Libraries will need to manually enter information in Polaris to keep patron records up-to-date.

2025 Projects: Firewalls, the Backup system and KnowBe 4 training all need to be renewed in 2025. Email to text notices will be updated to SMS. JA committees will be looking at updating permissions, reviewing settings, and looking at ILS features this year.

Additional News: Sara Dallas thanked the JA staff for all of their work in 2024. Air conditioning in the JA computer room will be updated in the next couple of years.

Committee Reports

Finance: The annual fee discussion meeting was held on December 11 at 9:30. Based on input received, the committee recommends no increase in 2026. The fee budget will remain at the 2025 figure of \$591,471; with the formula based on 2024 library data. Motion: Eric Trahan; Second: Terry Pavoldi. Ayes: All; Nays: None.

Policy: The committee will work on several policy revisions in 2025.

Operations: It is expected that the committee will be active in the updates planned for 2025.

Old Business

Michele reported Schenectady's last day using the JA Polaris database was November 24, 2024, and the last day using email and Office 365 is 12/31/2024. There are still some outstanding issues, including equipment return and PC inventory. The expectation is that all to be complete by mid-January. Sharon O'Brien reported on the confusion resulting from items being maintained in both databases. Those issues are now largely resolved. SCPL items are now withdrawn. They will be purged according to existing protocols. JA and SCPL need to work toward an agreement on a financial reconciliation.

New Business

JA Agreements are being updated and reviewed. Libraries will be asked to approve the annual agreement after the modifications are approved.

Multi Factor Authentication (MFA): Library use of MFA on user accounts has been available for about 2 years. As of today, approximately 200 users out of 525 have MFA enabled. It is becoming more important to implement this security practice, and it is often required to obtain cyber-liability insurance. The JA Council recommends making MFA required for all user accounts by April 15. Motion: Bill Bonner; Second: Alex Gutelius. Ayes: All; Nays: None. JA will share information on implementation, and on the optional USB keys.

The meeting was adjourned at 10:33. Motion: Alex Gutelius ; Second: Bill Bonner . Ayes: all; Nays: none.

The next meeting of the JA Council will be March 12, 2025, at SALS.