

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

Present: Leah Fitzgerald, Guin Forshey, Alex Gutelius, Michele Largeteau, Tom Shaginaw, Eric Trahan, and Erica Wing. Kari Kakeh and Teresa Pavoldi attended virtually.

Excused: Bill Bonner, Sara Dallas, Trevor Oakley.

Guests: Chris Mundell in-person; several attended through Zoom: Jen Ferriss, Kim Zimmer, Jill Ryder, and Rebecca Verhayden.

Council Chair Erica Wing called the meeting to order at 9:30.

The minutes for the May 14, 2025 JA Council meeting were approved. Motion: Alex Gutelius: Second: Guin Forshey. Ayes: All; Nays: None.

Financial reports for May and June, 2025, were reviewed and received for audit. Motion: Eric Trahan; Second: Alex Gutelius. Ayes: All; Nays: None.

Payment Warrants for May and June, 2025, were reviewed and received for audit. Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: All new machines have arrived. We continue to work with TechSoup for the public licenses. Michele has again sent out information on the end of support notices for Microsoft Office and Windows 10; and for machines that will go off warrantee.

eCard Update: The second address field has been restored and a logic issue involving the overlap between the Schoharie and SCPL service areas has been updated. The SCRUB product, which allowed for the fixing of existing addresses, is no longer available. JA has provided guidance on dealing with a duplicate check issue involving validating from a parent's ID for multiple children.

Message Bee / SMS text messages: MessageBee is the new vendor that will facilitate patron text notifications in Polaris. A privacy policy and terms of service needs to be approved and posted. JA is developing message templates. MessageBee should implement the service soon.

III Contract/Vega Discover status: We have a new approved, 5-year contract with III. The implementation for Vega Discover has begun. This may be a 4–6-month process.

June/July Annual Reports: All reporting for libraries with a June or July 1 fiscal year have been completed.

Additional News: JA staff has completed the renewal of the Barracuda backup and SSL certificates. Barracuda spam firmware and collections agency settings were updated. St Johnsville is now using Cassie. Michele announced that her retirement is planned for March 2026.

Committee Reports

Finance: Eric announced that the draft 2026 JA budget would be shared first with the Finance

Committee, and then with Council before the September Council meeting.

Policy: The Privacy Policy required for Message Bee implementation was approved. Motion: Eric Trahan: Second: Leah Fitzgerald. Ayes: all; Nays: none.

Operations: Michele reviewed a plan for activity which will involve restructuring and recruiting members for the committee, and a list of topics for consideration. The initial task will be to provide input for Vega settings.

Old Business

JA Agreements: Cole Adams is working with Sara, Eric and Michele in developing a new draft agreement. Once that is complete, it will be brought to the Council and to libraries for comment. We hope to be able to present a draft proposed agreement before the September JA Council meeting.

New Business

None

The meeting was adjourned at 9:46. Motion: Guin Forshey; Second: Alex Gutelius. Ayes: all; Nays: none.

The next meeting of the JA Council will be September 10, 2025, at MVLS.