

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting September 10, 2025, 9:30 am
Meeting at MVLS
Minutes

Present: Guin Forshey, Alex Gutelius, Kari Kakeh, Michele Largeteau, Teresa Pavoldi, Tom Shaginaw, Eric Trahan, and Erica Wing. Kim Bolan, and Leah Fitzgerald, attended virtually.
Excused: Bill Bonner, Trevor Oakley.
Guests: Attending through Zoom: Maria Cancro, Diane Empie, Jill Ryder, and Jack Scott.

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

The minutes for the July 9, 2025 JA Council meeting were approved. Motion: Guin Forshey:
Second: Kari Kakeh. Ayes: All; Nays: None.

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

Payment Warrants for July and August, 2025, were reviewed and received for audit. Motion: Eric Trahan; Second: Terry Pavoldi. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: All items from the initial 2025 orders are in place. JA staff is gathering quotes for the end of year order. Michele announced the end of support date for G6 computers, which will be 6/30/2026. Users are reminded about other upcoming dates for Microsoft 10 and Office 2016-2019.

Message Bee / SMS text messages: The new service was implemented on August 19. Everything appears to be working fine. Holds notices changed to be sent three times per day.

Vega Discover status: JA staff and the system trainers are working to start implementation, having weekly meetings with III.

Additional News: JA staff is updating library routers and other equipment. SALS is preparing a construction grant to replace the computer room air conditioner. Chris continues to work on the issue with Spectrum blocking mvls.info addresses. The Generator received a needed re-painting.

Committee Reports

Finance: Eric and Michele presented the 2026 JA Draft Proposed Budget. The Council voted to approve sending the budget on to the two system boards. Motion: Eric Trahan; Second: Terry Pavoldi. Ayes: All; Nays: None.

The following 2025 budget amendment was presented: to increase Generator maintenance by \$1,210, and to decrease Hardware maintenance by the same amount. Motion: Eric Trahan:

Second: Tom Shaginaw. Ayes: All; Nays: None. The new amounts will be Hardware Maintenance \$9,832; and Generator Maintenance \$4,210.

Policy: No Report

Operations: Committee membership is listed on this page: <https://jacouncil.sals.edu/10-2/committees/>. Committee members will be contacted when the Vega implementation team has questions and options compiled.

Old Business

JA Agreements: The new proposed draft agreement between MVLS and SALS was distributed before the meeting. The agreement must be approved by the two system boards. The Council voted to schedule a special meeting for October 8 at SALS, to further discuss the new agreement. Motion: Eric Trahan; Second: Tom Shaginaw. Ayes: all; Nays: none.

JA Project Manager Search: The Council discussed the need to begin the search process so the position can be filled by the time Michele retires in March 2026. Kim and Eric will work on a proposed position description and search process for discussion and action at the special Council meeting on October 8.

New Business

The Council briefly discussed the E-card and card renewal procedures that the Operations Committee will discuss after Vega is implemented.

Michele introduced Kim Bolan as the new SALS Director.

The meeting was adjourned at 9:59. Motion: Guin Forshey; Second: Alex Gutelius. Ayes: all; Nays: none.

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

The JA Council will hold a special meeting on 10/8/2025, 9:30, at SALS.