

MVLS/SALS Joint Automation Project
Joint Automation Council Meeting November 12, 2025, 9:30 am
Meeting at SALS
Minutes

Present: Guin Forshey, Alex Gutelius, Kari Kakeh, Michele Largeteau, Trevor Oakley, Tom Shaginaw, Eric Trahan, and Erica Wing.

Excused: Kim Bolan, Bill Bonner, Leah Fitzgerald, and Teresa Pavoldi.

Guests: Attending through Zoom: Diane Empie, Sharon O'Brien, Jill Ryder, Jack Scott, and Kim Zimmer.

Council Chair Erica Wing called the meeting to order at 9:32.

The minutes for the September 10 and October 8 JA Council meetings were approved. Motion: Guin Forshey: Second: Alex Gutelius. Ayes: All; Nays: None.

Financial reports for September and October, 2025, were reviewed and received for audit.

Motion: Eric Trahan; Second: Tom Shaginaw. Ayes: All; Nays: None.

Payment Warrants for September and October, 2025, were reviewed and received for audit.

Motion: Eric Trahan; Second: Guin Forshey. Ayes: All; Nays: None.

Project Managers Report - Michele reported:

PC Orders: The 2025 year-end order has been placed. JA staff are working on the new image.

Windows 10 PCs: After the upgrade deadline passed, JA staff reached out to libraries still listed as having Windows 10 in use. No un-updated machines remain in use.

Vega Discover status: JA staff continues extensive work with III to implement Vega. E-resources are presenting unforeseen complications. More was reviewed in the Operations Committee report.

Cassie Printing Issues: A Windows update concerning shared accounts caused an issue with Cassie printing. Dave found a solution, making changes at each site.

Other Projects: KnowBe-4 was renewed. A firewall update is in process. A communication was sent out about a change in how Microsoft implements MFA. An IOS Apple update affected SMS Text notices sent through the PAC. A new message was developed.

Member Library Projects: Waterford is piloting using an iPad Kiosk as a PAC, Gloversville is implementing a community WiFi project. Fort Plain and Gloversville are working with JA to install security cameras.

Committee Reports

Finance: The annual JA Fees meeting is scheduled for Wednesday, December 10 at the Clifton

Park Halfmoon Public Library at 9:30 a.m. Eric reviewed information on the 2026 and future budgets.

Policy: No Report

Operations: A meeting was held on October 29 to review Vega Discover. E-content is the problem; the implementing team is testing options. A virtual meeting is planned.

Old Business

JA Agreements: The Agreement will undergo legal review before it is brought back to the Council.

JA Project Manager Search: The position description and job announcement have been distributed. We will be reviewing applications in the next few weeks. The Search Committee consists of Kim Bolan, Eric Trahan, Bill Bonner, Tom Shaginaw and Alex Gutelius.

New Business

2026 Meetings: The Council determined that the next JA Council meeting will take place on January 14, 2026, 9:30, at MVLS.

Remaining 2026 meeting were scheduled as follows:

March 11 (SALS)

May 13 (MVLS)

July 15 (SALS)

September 9 (MVLS)

November 18* (SALS) – this is the third Wednesday, because Veterans Day is the second Wednesday.

Trevor Oakley and Terry Pavoldi will be re-appointed to the JA Council by the SALS and MVLS boards, with terms running 1/1/2026 – 12/31/2028.

The meeting was adjourned at 10:01. Motion: Alex Gutelius; Second: Eric Trahan. Ayes: all; Nays: none.