

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

June 1, 2017

Chair Paul McCann called the meeting to order at 1:35.

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Vanessa Morris (TAYL), Toni LaPorte (LVCC), Garrett Hungerford (REDF), Anne Hage (HTWD), Ed Rutkowski (BRIT)

Members Absent: Amy Rosen (WHLK), Holly Teasdale (LYON)

Others Present: None

Guests: Celia Morse (TLN - Consultant), Angie Michelini (TLN), Anne Neville (TLN), Rita VanBrandeghen (TLN Board)

McCann called for additions to the agenda. Motion to approve as presented by LaPorte, seconded by Hage. Agenda approved (Yes 7, No 0, Absent 2)

McCann called for approval of the May 4, 2017 minutes. Motion to approve minutes with addition of motion in Technology Services Update by Hungerford, seconded by Rutkowski. Minutes approved (Yes 7, No 0, Absent 2)

Reports

Budget:

Neville distributed the Shared Technology Services budget for 10/16 thru 4/17. Neville reported the budget was within expectations. Any budget lines running ahead of schedule were discussed at previous meetings.

TLN Board Meeting:

The ILS RFP recommendation was presented to the board. There was a unanimous vote to approve entering into contract negotiations with TLC.

Jim Pletz extended an offer of support from the cooperative to Westland.

Symphony Update:

This month there will be an update to Enterprise that is required to keep PayPal functioning. The Enterprise color scheme has been changed and a temporary responsive fix has been made on a few library pages. All libraries will be updated on June 5.

Technology Services Update:

Michelini reported that the new help desk software launched today.
The replacement routers for libraries have been ordered.
Angie will start working on a telecomm RFP this month.

Unfinished Business

A. Update on catalog enhancements

A. Neville

Nothing new.

B. MeLCat/Zepheira linked data project

A. Neville/C. Morse

This item can be removed from the agenda.

C. ILS-RFP Committee report – close out committee A. Rosen/P. McCann/C. Morse

The work of this committee is done. Motion by Rutkowski to dissolve the committee with the caveat that it would be reconstituted, should anything unexpected happen during contract negotiations with TLC, and extend our appreciation to Amy, Celia, and all of the members. Seconded by LaPorte. Motion approved (Yes 7, No 0, Absent 2)

D. SAS Incentives/Returning members (on hold pending migration) J. Pletz

Still on hold.

E. Sister Library program

P. McCann

Nothing new.

New Business

A. TLC contract update

C. Morse

Celia has started talking to TLC. She is pleased to be getting quick, accommodating responses. We will host the system locally. We are getting hardware quotes from TLC and other vendors. We are negotiating a 7-year contract. We will have the option to terminate the contract with 90-day notice without penalty. Negotiations should be done at the end of June and approved by the board in July.

Celia pointed out that our contract with Sirsi ends 3/31. Migrating to TLC in the beginning of March means we would be training in January, which could be complicated by bad weather. She asked us to think about planning a later (May) deployment and negotiating a short-term extension with Sirsi. This will be considered as we learn more about the migration timeline TLC presents.

B. Celia Morse contract status

P. McCann

Celia left the meeting at this point.

Celia's current contract ends with the end of contract negotiations. Neville pointed out that Celia would be valuable going forward to help with training and be a good sounding board from a library perspective during the conversion process. Michelini said that TLC will have a project manager and she believes Celia would be a good counterpart for TLN. The committee agreed and instructed McCann to ask Morse if she would like to submit a proposal for further services.

Other Items from Committee members

Hage motioned to adjourn meeting at 3:07. Seconded by Hungerford. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted,
Martin Smith

Next meeting: July 6, 2017 at 1:30 pm, Livonia Civic Center Library