

Shared Automation System Users Group Executive Committee – Meeting Minutes

Livonia Civic Center Library December 7, 2017

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

Members Present:, Patty Braden (ROMS), Andrea Dickson (WIXM), Anne Hage (HTWD), Paul McCann (DEXT), Amy Rosen (WHLK), Ed Rutkowski (BRIT), Holly Teasdle (LYON)

Members Absent: Vanessa Morris (TAYL), Martin Smith (REDF)

Others Present: None

Guests: Angie Michelini (TLN), Anne Neville (TLN), Jim Pletz (TLN), Celia Morse (TLN)

McCann called for additions to the agenda. Motion to approve by Braden, seconded by Rosen. Agenda approved (Yes 7, No 0, Absent 2)

McCann called for approval of the November 2, 2017 minutes. Motion to approve minutes as submitted by Rosen, seconded by Hage. Minutes approved (Yes 6, No 0, Abstain 1 (not present at meeting) Absent 2)

Reports

Budget

Budget as expected for first month of fiscal year.

TLN Board Meeting

A short meeting. The Board approved the cataloging utility contract with Sky River. The price was \$40K less than OCLC.

Symphony Update

Social Library not functioning following web services update. It is not likely to be working before migration. Social library was not charged for in SIRSI contract extension.

Technology Services Update

Telecom surveys are due Monday, Dec. 11, with contracts to follow for a 3 year commitment.

EnvisionWare changes: Redford left for Pharos. The number of shared printing account libraries is down to 5. TLN will no longer host this as of the end of January due to libraries opting out of this service. Some participants will return to local account hosting as others do. There are no changes for SAM.

Technology services will do surveying of library plans before these services renew. The SAM customer base is limited to SAS, as all participants have to be using the same ILS.

Envisionware could be any library. TLN has had far-flung inquiries.

Unfinished Business

A. TLC/CARL migration

Hardware has been ordered, and is expected in January. Installation will be done in concert with CARL tech crew.

There is a punch list of tasks for migration.

A survey was sent out for training planning, there has already been a strong response. Training locations are likely at NOVI, in North Oakland, Downriver & Washtenaw Co. 7 Circ classes are expected with 11 participants each, all to take place over a 7-10 day period. Libraries may not have their first choice of location for all trainings. Nothing, however, has yet been set.

A training database will be generally available at least by the training period. There are videos up on the SAS webpage, along with other valuable information. PR materials for library staff and patrons will need to be developed.

First data extract from Symphony has been delivered.

Somerset County Library System of New Jersey is going live right now.

“Carl U” was pleasant, there are some fellow customers interested in some of our concerns (MelCat), and interesting to watch process of developing a patron purchase request feature.

B. CARL Billing Formula

Celia recommends constructing a formula from principals and adjusting from that. In many respects, creating this formula manifests an implicit mission statement for the Shared System. Discussion focused on wide disparities in the billing charges for different libraries based on tentative formulas using items and circulation, on history of the current formula, on issues of what would be a “fair” formula, and on use of deferred revenue and capital reserves. The committee agrees that a base price ought to be part of the formula, representing the value of the SAS product to all member libraries. There was also general assent that formula elements should be based on measurements that can be made accurately and consistently. The suitability of service population, number of users, circulation (or checkouts), ILLs out to other SAS libraries, and library budget as measures was discussed. A formula must be developed before May. Discussion to be continued at next meeting.

C. SAS Incentives/Returning members – not discussed

D. Sister Library Program – could a central list of available materials be created from which recipient libraries can choose items?

New Business

A. SIRSI/Dynix Contract Extension

A quote for a 3 month extension to June 30, 2018 was distributed. All SIRSI property must be returned by Sept. 30.

Motion to recommend to the TLN Board to approve the contract renewal from SIRSI presented to the committee made by Rosen, seconded by Braden. Motion approved (Yes 7, No 0, Absent 2).

B. TLN Training Room Improvements

Equipment is old and inadequate for needs of migration team meetings, much less staff training. A handout was distributed itemizing the items to be replaced, and vendors consulted for Phase I of these improvements.

Motion that The Library Network Shared Automation System staff proceed with the direct purchase and installation of equipment required for Phase I of the training room update at TLN headquarters, in an amount not to exceed \$10,000. Funds to come from the SAS Capital Reserve Fund made by Rosen, seconded by Dickson. Motion approved (Yes 7, No 0, Absent 2).

C. MelCat Advisory Committee nomination

None had a name to propose. The utility of a seat on this committee was questioned.

D. Discussion of SAS Mission

Subsumed under formula discussion.

Other Items from Committee members

None.

Braden motioned to adjourn meeting at 3:40. Seconded by Dickson. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted, Ed Rutkowski

Next meeting: January 4, 2017 at 1:30 pm, Livonia Civic Center Library