

Shared Automation System Users Group Executive Committee – Meeting Minutes

Livonia Civic Center Library February 1, 2018

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), Vanessa Morris (TAYL), Amy Rosen (WHLK), Ed Rutkowski (BRIT), Martin Smith (REDF), Holly Teasdale (LYON)

Members Absent:None

Others Present: James Lenze (GARC), Michael McCaffrey (DHTS), Steven McGladdery (WAYN)

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

McCann called for additions to the agenda, and proposed a new item after Approval of Minutes for discussion of Inkster. Motion to approve as amended by Rosen, seconded by Teasdale. Agenda approved (Yes: All, No: 0).

McCann called for approval of the January 4, 2018 minutes. Motion to approve minutes as submitted by Braden, seconded by Dickson. Minutes approved (Yes: All, No: 0).

Inkster closure

Leanna Hicks Public Library of Inkster (INKS) has been closed since experiencing flooding January 13. TLN staff have been in the building, and network equipment has been secured. Its physical condition should be OK until heat and moisture rise in spring.

All holds in SAS with INKS pickup location have been suspended. INKS has been removed as an option for hold pickup from the OPAC. Fines are not tolling for INKS items. INKS privileges for MelCat have been suspended (and with MelCat to be suspended for the entire SAS during upcoming system migration, will not be reinstated until all SAS returns.) Neighboring libraries have been accepting returned INKS items, and TLN has been storing them.

Contingent on payment of all outstanding bills from TLN, the coop will assist in the following ways. Neighboring libraries Dearborn Heights, Garden City, Romulus, Taylor, and Wayne are willing to serve INKS patrons, at least for the next 6 months or so, with opportunity to reassess. They will issue and renew cards as well (a request is in to get some of INKS custom cards, & TLN has available 29082 barcodes.) TLN can continue to weekly collect (given an INKS dropbox key) and warehouse INKS materials for the foreseeable future.

Jim Pletz (TLN) will continue to work with INKS and report status to Ex-Comm.

Reports

Budget

Budget is as expected for this point in the fiscal year. State aid revenue has been received.

TLN Board Meeting

The Board approved the contract extension with Sirsi-Dynix.

Symphony Update

No concerns or initiatives. The Symphony training server has been moved out for the new rack to be installed.

Technology Services Update

The order of Brocade routers was very slow to be filled. Remaining orders were canceled after receiving 6 of 41. Remaining routers have been ordered from Juniper at a similar price.

Shared print balances in Envisionware is discontinued. A spreadsheet of patron cards with remaining balances was distributed.

Unfinished Business

A. TLC/CARL migration

Conference calls for configuration are mostly finished, filling out workbooks based on those conversations continues. Conversion of our current item type names to 4-character item profile codes, and home locations to 6-character codes were notable recent examples.

CARL is mapping patron records currently.

New server rack, including production, testing and phone servers has been installed at TLN.

FAQs, training video, update archive and other resources are available on a CARL webpage linked from the Shared Automation department webpage on the TLN site.

TLN will send CARL an extract of the bibliographic database May 11. MelCat will be suspended April 1 to facilitate this. July 1 is still only a tentative date for MelCat to return.

Training is scheduled for April 3-13 for TLN staff; member training will be April 24-25 at Novi; April 26-27 at Waterford; May 1-2 at Dexter; and May 3-4 at Southgate. A fully detailed registration email will be forthcoming.

B. SAS Philosophy/Mission

Andrea Dickson (WIXM) and her small committee are developing a statement for SAS approval.

New Business

A. Proposal for remaining training equipment needs.

Anne Neville (TLN) distributed a list of equipment needed to finish refurbishing the TLN training room, and to create a mobile training lab, in preparation for CARL training. Total costs are estimated \$44,620.79. Motion for Ex-Comm to recommend to the TLN Board of Trustees the purchase of equipment required for phase 2 of the update of the TLN training room and the creation of a mobile training lab, with equipment to be purchased through existing vendor agreements, in a total amount not to exceed \$45,000. Funds to come from the SAS Capital Reserve Fund, by Rosen, seconded by Rutkowski. Motion approved (Yes: All, No: 0)

B. CARL loan history retention

CARL offers a feature for patrons to opt in to have their borrowing history retained by the system. This must be implemented system-wide, with options to keep a 1, 3, or 5-year history. History is not kept unless patrons opt in, and is deleted if they later decide to opt out. Motion to make this feature available in the Shared System with a 5-year history by Smith, seconded by Teasdale. Motion approved (Yes: All, No: 0)

C. Budget for CARL marketing materials

The marketing group has discussed bookmarks, images and banners, buttons, as well as pens

or similar giveaways. Ex-Comm recommended having customizable templates for local printing of paper items. Motion to make funds available for CARL transition marketing items not to exceed \$5000, funds to come from SAS Capital Reserve Fund by Morris, seconded by Rosen. Motion passed (Yes: All, No: 0).

Other Items from Committee members

A. CARL billing formula (moved from old business, to facilitate new business items)

Discussion continued of formula based on some combination of base fee, circulation and linked items. The committee moved toward consensus on the base fee percentage. Morse will provide further possible formulas based on this. The question of a capital reserve component was briefly mooted.

Rosen motioned to adjourn meeting at 4:00. Seconded by Braden. Meeting adjourned (Yes All, No 0).

Respectfully submitted, Ed Rutkowski

Next meeting: March 1, 2018 at 1:30 pm, Livonia Civic Center Library