

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

March 1, 2018

Chair Paul McCann called the meeting to order at 1:38.

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Andrea Dickson (WIXM), Ed Rutkowski (BRIT), , Anne Hage (HTWD), Patty Braden (ROMS), Holly Teasdale (LYON)

Members Absent: Vanessa Morris (TAYL), Amy Rosen (WHLK)

Others Present: None

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

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

McCann called for approval of the February 1, 2018 minutes. Motion to approve minutes with a correction to the router quantity in the Technology Services Update by Smith, seconded by Braden. Minutes approved (Yes 7, No 0, Absent 2)

Reports

Budget:

Neville distributed the Shared Technology Services budget for 10/17 thru 1/18 and a summary of capital reserve expenditures from 10/16 through 1/18. The capital reserve balance as of 1/31/18 is \$556,721.20. There is nothing out of the ordinary to date.

TLN Board Meeting:

Morse reported the board approved the router vendor/model change proposed last month. The 3 year WAN contract starting 7/18 was approved. Proposed training room and lab purchases were approved. The TLN audit was accepted, with nothing unusual noted.

Symphony Update:

Sirsi completed the 2nd data extract today. John Inman will make necessary corrections to make it useable for the CARL import.

Technology Services Update:

McCann asked how widespread the copyright infringement notices were happening. Michelini reported there were 10 in the last 2 months. For now it's something the WAN members should be aware of and take basic mitigating steps as outlined in Michelini's email to WAN members sent on 2/27/18.

Unfinished Business

A. TLC/CARL migration

Morse reported that the TLN migration web page has been reorganized and material has been added. The circ map is still in progress. Agency codes have been completed and are being tested. CARL is not concerned about the implementation timeline. TLN has started publicizing the MeLCat suspension.

For training, full day classes are 8 hours and half day classes are 4 hours. After discussion it was decided the full day classes would run from 8:30 to 5:00, with a half hour for lunch. Pletz said he would work on providing lunch for attendees. Half day classes will run from 8:30 to 12:30 and 1:00 to 5:00.

B. CARL billing formula

McCann set up a projector so we could all view and discuss the formulas we were whittling down to. All formulas reviewed show increases and decrease to costs for various members, some significant, as there is no correlation between circulation or usage variables to additional purchased users that is part of the current formula. After much discussion Rutkowski moved "Ex-Comm adopts a SAS funding formula of 65% base cost, 20% circulation, and 15% item." Motion seconded by Dickson. Motion approved (Yes 7, No 0, Absent 2) Morse said that she and Pletz will talk to libraries with the largest increases.

C. CARL marketing materials

Dickson reported she is getting quotes for pens.

A. Dickson

D. SAS Philosophy/Mission

Nothing to report.

A. Dickson

E. SAS Incentives/Returning members (on hold pending migration)

Still pending migration.

J. Pletz

F. Sister Library program

Nothing to report.

P. McCann/H. Teasdale

New Business

A. Authority Control Contract Award recommendation

A. Neville

Neville explained that currently Sirsi is contracted to perform MARC record authority control, but that is no longer an option after migration to CARL. A recommendation from Jim Flury was distributed and reviewed. Rutkowski moved "The Shared Automation System Executive Committee recommends The Library Network Board of Trustees award the contract for Authority File Maintenance and Ongoing Authorities Processing of Bibliographic Records to Marcive, Inc., 12100 Crownpoint Dr. #160, San Antonio, Texas 78233. First year project cost to come from Deferred Revenue. Cost for years two and three to be included in the Bibliographic Database Services Department annual operating budget." Motion seconded by Teasdale.
Motion approved (Yes 7, No 0, Absent 2)

B. Inkster progress

J. Pletz

Inkster is current with SAS bills. TLN has so far made 4 stops, picking up 7 bins with 245 books, 105 being INKS items and 140 being other SAS library items.

Other Items from Committee members

A. Meeting dates for April and May

P. McCann

Because of CARL training in April McCann proposed moving the April Ex-Comm meeting to March 29 and the May meeting to May 10. All were in agreement.

Smith motioned to adjourn meeting at 3:57. Seconded by Rutkowski. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted,

Martin Smith

Next meeting: March 29, 2018 at 1:30 pm, Livonia Civic Center Library