

Shared Automation System Users Group Executive Committee – Meeting Minutes

Livonia Civic Center Library May 10, 2018

Chair Paul McCann called the meeting to order at 1:37 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: None

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

McCann called for additions to the agenda. Motion to approve as submitted by Smith, seconded by Morris. Agenda approved (Yes: All, No: 0).

McCann called for approval of the March 1 and March 7, 2018 minutes. Motion to approve minutes as submitted by Teasdale, seconded by Dickson. Minutes approved (Yes: All, No: 0).

Reports

Budget - Neville

Contracted Services line is high due to timing of contract renewals.

TLN Board Meeting - Morse

A short meeting. Purchase of a copier approved. The May meeting was canceled. The June meeting was moved to the 28th.

Symphony Update - Neville

No symphony issues. There has been no issue with power after restoration of electricity to TLN.

Technology Services Update - Michelini

Planning for circuit upgrades is underway. 55 libraries are upgrading, 18 going to higher than 100Mbs, which requires an ATT site visit, which should start happening in July.

Unfinished Business

A. TLC/CARL migration – Morse, Neville

Thanks to Anne, Celia, and all TLN staff for the work they are doing, including that of communicating progress and issues to members.

There has been an uptick in subscriptions to the SAS list. Committee meetings have been well attended. Only one library did not attend training.

User lost & fine information in the Symphony snapshot the CARL training system is based on can be used for training if libraries don't wish to create dummy information for this. Likely targets can be identified by staff knowledge or Directors Station.

Due to resignation, the project manager at CARL has changed. TLN is pleased with the choice of replacement.

CARL questions should be directed to Celia or Brigitte.

CARL still on track to extract test and finish by 28th.

SAS will be using CARL Connect for Item Maintenance, as it allows libraries to be restricted to editing only their own materials. The rest of modules will be CARL-X for now.

Neville is working on customizing receipts.

All newly-linked items will be flagged to fill only local requests for 90 days. This setting had to be system-wide. Rutkowski requested this be discussed at the next SASUG meeting.

Resumption of MelCat service is likely to be pushed back to September.

Workflows servers will remain for some time post migration, though library logins will be disabled.

B. CARL marketing materials - Dickson

These have been distributed, and no further action is planned.

C. SAS Philosophy/Mission - Dickson

No action is planned on this item until after migration.

D. Inkster Progress - Michelini

Library was not able to sign lease for temporary space as anticipated, and is still seeking temporary location. Library did sign lease for new permanent space with target to open May 1, 2019.

New Business

A. Ferndale, Hazel Park Extended Closures - Morse

Ferndale, Hazel Park, and now Flat Rock have decided to remain closed on the Tuesday after Memorial Day.

B. Brandon return of Capital Reserve - Neville

Breakdown of Capital Reserves balance on date Brandon left SAS, allocated by library, was distributed. SAS Participation Agreement provides for return of such funds. Motion to recommend to the TLN Board to return the Brandon's share of Capital Reserves fund by Braden, seconded by Smith. Motion passed (Yes: All, No: 0).

C. Generator – Michelini, McCann

Per request by McCann, Michelini reviewed figures from previous bids for building generators and current costs for UPS.

The existing UPS was purchased in 2008. Battery replacement is due in 2018, last replaced 2013. Battery cost estimated \$20,000-\$25,000. Building generator for Southgate building was about \$150,000. A 100Kw gas generator was quoted about \$60,000 in 2014.

Discussion of other possible options ended with intention to investigate current options and costs post-migration, depending on information on UPS lifespan from a UPS Tech visit this summer.

Other Items from Committee members

WHLK has a new Director and has broken ground on construction.

Motion to adjourn meeting by Morris. Seconded by Rosen. Meeting adjourned (Yes All, No 0).
Meeting adjourned 3:22pm

Respectfully submitted, Ed Rutkowski

Next meeting: June 7, 2018 at 1:30 pm, Livonia Civic Center Library