

# Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

October 5, 2017

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

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Vanessa Morris (TAYL), Ed Rutkowski (BRIT), Anne Hage(HTWD), Amy Rosen (WHLK), Andrea Dickson (WIXM)

Members Absent: Holly Teasdale (LYON), Patty Braden (ROMS)

Others Present: None

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

## **Election of Officers and Meeting Dates/Times for 2017-2018**

Smith volunteered to continue taking ½ Secretary duties, Rutkowski volunteered for ½ Secretary duties, McCann volunteered to stay on as Chair. There were no other nominations. Motion to appoint Smith as ½ Secretary, Rutkowski as ½ Secretary, and McCann as Chair made by Rutkowski, seconded by Morris. Motion Approved (Yes 7, No 0, Absent 2).

It was agreed to keep meeting the 1<sup>st</sup> Thursday of the month at 1:30 at LVCC and the dates were booked through December, 2018.

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

McCann called for approval of the September 7, 2017 minutes. Motion to approve minutes as submitted by Rutkowski, seconded by Rosen. Minutes approved (Yes 7, No 0, Absent 2)

## **Reports**

### **Budget:**

The Shared Technology Services budget for 10/16 thru 8/17 was presented. Payroll/Personnel Services and Equipment Purchases are high due to a part-time job posting and a new laptop for the new employee.

### **TLN Board Meeting:**

The TLN Board approved the budget. The three board members whose terms are expiring are coming back to serve another term.

### **Symphony Update:**

Nothing to report.

### **Technology Services Update:**

The telecomm RFP is out and bids were due 9/14. The Telecomm Committee reviewed the bids and narrowed it down to three finalists. Meeting with vendors 10/10 about proposals and pricing.

### **Unfinished Business**

#### **A. TLC/CARL migration**

**C. Morse/A. Neville**

- a. **Contract**- contract was signed
- b. **Timeline**- still on track for the migration to take place over the Memorial Day weekend 2018.
- c. **Hardware and software installation**- tentative January 2018
- d. **Data conversion**- December 2017 data extract
- e. **Suspension of services** – for Melcat under discussion.
- f. **Training**- April 2018

#### **B. Brandon update**

**A. Neville**

Their final data extract took place on 9/19. All Brandon items and patrons will be deleted from Symphony before the migration to CARL.

#### **C. SAS Incentives/Returning members (on hold pending migration) J. Pletz**

Still on hold.

#### **D. Sister Library program**

**P. McCann**

Nothing to report.

### **New Business**

#### **A. Export Quote for Sirsi**

A quote for \$16,300 for export from Sirsi for the migration to TLC/CARL.

Rutkowski motioned to approve the \$16,300 Export by Sirsi seconded by Rosen. The Export fee was approved (Yes 7, No 0, Absent 2)

### **Other Items from Committee members**

#### **A. Tech Forum**

Rosen wanted to commend Angie Micheline for great tech forum that was held September 29.

Rosen motioned to adjourn meeting at 2:52. Seconded by Morris. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted,

Anne Hage

Next meeting: November 2, 2017 at 1:30 pm, Livonia Civic Center Library