

**Shared Automation Systems Users' Group**  
**January 26, 2017**  
**Novi Public Library**

**Meeting called to order** by Garrett Hungerford (REDF) at 9:31 am.

**Approval of Agenda:** motion to approve agenda by Toni LaPorte (LVCC), seconded by Amy Rosen (WHLK). Motion passes.

**Approval of Minutes:** motion to approve minutes of December 8, 2016 meeting by Becky Willemsen (MDHT), seconded by Judy McIntosh (NORT). Motion passes.

**System update (Anne Neville, TLN):** TLN has scheduled an Enterprise upgrade in the early morning hours of 2/3/17, beginning at approximately 1:00 am and lasting 5-7 hours. A message about this downtime will be posted to Enterprise to inform staff and patrons.

ILS vendor demos will take place at the Redford District Library in February. TLC Carl (February 15-17), Ill Polaris (February 22-23) and SirsiDynix (February 27-28) will demonstrate circulation, online catalog and reports each day. Staff in attendance will be asked to fill out evaluation sheets, which will be totaled and forwarded to the ILS RFP committee. Please remember to RSVP to Celia Morse (TLN) with the number of staff members from your library who will be attending.

On Tuesday, 3/28/17, passwords for all xxxxstaff and xxxxttech WorkFlows accounts will change. New passwords will arrive in delivery a few weeks before the change: passwords will continue to change every six months.

**Technology Services Update (Angie Michelini, TLN):** WAN circuit upgrade request form has been distributed. If you are interested in upgrading the circuit for your library, please submit the form to Angie by 2/24/17.

CIPA form 479: reminder that this form must be filled out whether or not your library's internet is filtered.

WAN bid process begins in September, 2017 (contract ends June 30, 2018). A RFP committee will be formed soon.

**Report from TLN Board (Paul McCann, DEXT):** The TLN Board did not meet in December or January. The next meeting of the TLN Board is February 16, 2017.

**Report from Executive Committee (Paul McCann, DEXT):** Reminder to let TLN know if your library adds additional services (Hoopla, Overdrive Advantage, etc.) so that it can be searchable in the catalog.

Discussion of MeL linked data project: questions of how the linked data will appear.

Executive Committee voted to suspend incentives for new members for the duration of the ILS RFP.

**Report from ILS RFP Subcommittee (Amy Rosen, WHLK):** 1/13/17 subcommittee meeting focused on finalizing the demo scripts/agenda and the process of awarding points to the vendors. The ILS subcommittee will not meet again until 3/10/17.

Celia Morse (TLN) strongly recommends that staff attend demos: please RSVP if you plan to attend.

**Report from Circulation Committee (Brigitte Felix, TLN):** the circulation committee approved a revision of its bylaws as well as changed to its policies and procedures document. The committee held discussion on how libraries handle books that are returned in error and belong to schools. The committee also discussed the onshelf items wizard.

### **Unfinished business**

**Discuss and approve set length of time before missing items are moved to discard:** Amy Rosen (WHLK) led discussion of establishing a period of time after which items marked missing are discarded.

Amy Rosen (WHLK) motioned that SASUG establish a recommended practice of moving missing items to discard after six (6) months, with a mandatory/automated move of missing items to discard at 12 months. The first monthly, automated discard will occur in April 2017. Seconded by Toni LaPorte (LVCC). Motion passes.

### **New business**

**Circulation services policy update:** Becky Willemsen (MDHT) motioned to approve the circulation services policy update. Seconded by Sandy Ruhmann (ALPK). Motion passes.

**Meeting dates and locations:** Discussion of meeting dates and locations. February meeting is cancelled. September meeting location is moved to Livonia Public Library.

**ILS Cleanup: best practices/shared standards/minimum requirements:** discussion of purging lost/claims lost/claims returned/long overdue/fines purged after remaining on a patron's account for a certain number of years.

**Motion to adjourn** by Ed Rutkowski (BRIT) at 11:02 am, seconded by Becky Willemsen (MDHT). Motion passes.

**Next meeting: March 23, 2017 at Novi Public Library: 45255 W. 10 Mile Road, Novi, MI 48375**

### **Attendees:**

Maryann Zurmuehlen NOVI  
Donna Janke HART  
Jude Halloran HIGH  
Joan Rogers WATE  
Martin Smith REDF  
Andrea Dickson WIXM  
Alyson Lobert WALL  
Suzanne Street TREN  
Toni LaPorte LVCC  
Connie Jo Ozinga COMM

Sandy Ruhmann ALPK  
Brigitte Felix TLN  
Celia Morse TLN  
Anne Neville TLN  
Becky Willemsen MDHT  
Vanessa Verdun-Morris TAYL  
Patty Braden ROMS  
Ed Burns FERN  
Ed Rutkowski BRIT  
Amy Rosen WHLK  
Ann Hage HTWD  
Paul McCann DEXT (online)  
James Lenze GARC (online)  
Devan Brie Green PONT (online)  
Laura Gramlich WYDT (online)  
Steve McGladdey WAYN (online)  
Garrett Hungerford REDF  
Holly Teasdale LYON  
Kimberly Schaaf SPRI  
Angie Michelini TLN  
Judy McIntosh NORT

Submitted: A. Lobert (WALL) 3/13/2017