

Shared Automation Systems Users' Group
March 23, 2017
Novi Public Library

Meeting called to order by Garrett Hungerford (REDF) at 9:32 am.

Approval of Agenda: motion to approve agenda by Connie Jo Ozinga (COMM), seconded by Toni LaPorte (LVCC). Motion passes.

Approval of Minutes: motion to approve minutes of January 26, 2017 meeting by Becky Willemsen (MDHT), seconded by Holly Teasdale (LYON). Motion passes.

System update (Anne Neville, T LN): TLN will be moving Enterprise to using HTTPS (from the current HTTP) to make patron logins more secure: this change will occur during the last week in April. Libraries will need to notify patrons to update their bookmarks and update their OPAC stations on the day of the change. TLN will forward more detailed information closer to the change.

Auburn Hills Public Library has started using the collection agency module. If your library is interested in utilizing this module, open a helpdesk ticket (category: SAS Configuration, subcategory: other) and TLN staff will work with you to make this change.

Reminder: MeLCat lending is determined by the system as a whole. The current list of items that are shared with MeLCat is: VIDEO, JVIDEO, TVIDEO, BOOKONCD, JBOOKONCD, TBOOKONCD, CD, JCD, TCD, DVD, JDVD, TDVD, BLU-RAY, JBLU-RAY and TBLU-RAY.

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

Report from TLN Board (Celia Morse, TLN): The TLN Board was presented with the annual audit, which was clean. The Board approved the purchase of replacements for 19 Brocade routers at the recommendation of the Executive Committee.

Report from Executive Committee (Paul McCann, DEXT): Paul McCann reviewed recent Executive Committee activities including a review of the budget, which is currently on track, and discussion of the ILS RFP. Additionally, Angie Michelini (TLN) is looking for volunteers for telecomm committee. An upgrade of Enterprise for PayPal payments will take place in April/May.

Executive Committee is looking to review policies regarding libraries leaving the shared system to make the policies more detailed.

Report from ILS RFP Subcommittee (Amy Rosen, WHLK): at the March 10, 2017 subcommittee meeting, the group reviewed and discussed the close scoring between vendors. Due to the close scoring, the group decided it would be best to schedule site visits. Site visits have been scheduled and the ILS subcommittee will meet again on 4/13/17.

Report from Circulation Committee (Becky Willemsen, MDHT): the circulation committee held discussions on cleaning up the shared system database, lost items, and reports that TLN can generate upon request. The committee held discussion on a suggested procedure for handling damaged items so that the owning library cannot overlook the damage (such as putting it in a bag). The circulation committee discussed an ecard profile, which would allow for access of electronic materials but not checking out of any physical items. Additionally, the circulation committee issued a reminder to obtain as much patron information as possible when issuing cards.

New business

Approval of Database Clean-Up Best Practices and Minimum Requirements Document: Garrett Hungerford (REDF) presented the Best Practices and Minimum Requirements Document. Discussion followed and amendments were made to the document including, specifying *individual* small bills, changing the minimum requirement for bills to six years, changing the claims returned dates to one year (recommended) and two years (minimum requirement, changing the claims lost dates to five years (recommended) and six years (minimum requirement) and the minimum requirement for items assumed lost that are over six years old.

Jonathan Deahl (WATE) motioned to approve the Database Clean-Up Best Practices and Minimum Requirements Document. Seconded by Patty Braden (ROMS). Motion passes.

TLN will make global changes based on minimum requirements beginning 30 days post-SASUG approval.

Motion to adjourn by Toni LaPorte (LVCC) at 10:17 am, seconded by Michelle Wloch (BELL). Motion passes.

Next meeting: April 27, 2017 at Dexter District Library: 3255 Alpine St, Dexter, MI 48130

Attendees:

Maryann Zurmuehlen NOVI
Jude Halloran HIGH
Jonathan Deahl WATE
Martin Smith REDF
Andrea Dickson WIXM
Alyson Lobert WALL
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 Rutkowski BRIT
Amy Rosen WHLK
Ann Hage HTWD
Paul McCann DEXT (online)

James Lenze GARC (online)
Edmond Richardson PONT (online)
Tyson Mock SLYN (online)
Karen Schiller SLYN (online)
Ed Burns FERN (online)
Garrett Hungerford REDF
Holly Teasdale LYON
Kimberly Schaaf SPRI
Judy McIntosh NORT
Matt Day ROAK
Lori Coryell CHEL
Teresa Natzke FRAN
Michelle Wloch BELL

Submitted: A. Lobert (WALL) 4/17/2017