

Shared Automation Systems Users' Group
September 28, 2017
Livonia Civic Center Library

Meeting called to order by Garrett Hungerford (REDF) at 9:36 am.

Approval of Agenda: motion to approve agenda by Connie Jo Ozinga (COMM), seconded by Becky Willemsen (MDHT). Motion passes.

Approval of Minutes: motion to approve minutes of July 27, 2017 meeting as amended by Joan Rogers (WATE), seconded by Becky Willemsen (MDHT). Motion passes.

System update (Anne Neville, TLN): TLN performed a test of the calling tree on Friday, September 8, 2017: 87% of libraries at the bottom of the calling tree branches received the call.

Barring the need for a critical update, TLN is planning no further upgrades of WorkFlows or Enterprise. Likewise, WorkFlows classes will not be scheduled after mid-November: contact Brigette Felix if a training need arises after that time.

Anne Neville (TLN), John Inman (TLN), Celia Morse (TLN) and Andrea Dickson (WIXM) will attend the TLC/Carl Users' Group annual conference, November 6-8, 2017.

Report from TLN Board (Paul McCann, DEXT): Paul McCann shared recent TLN Board activity: the TLN Board passed the 2017-2018 budget. Additionally, all TLN Board members whose terms were up were reelected.

Report from Executive Committee (Paul McCann, DEXT): Paul McCann shared recent Executive Committee activities. At the most recent Executive Committee meeting, Angie Michelini (TLN) shared that the telecommunications RFP had been released and is due in mid-September. Additionally, the Executive Committee discussed the Carl migration update, with the final migration set to take place over Memorial Day weekend, 2018 (pushed back from Easter weekend, as was originally projected).

Report from Circulation Committee (Brigette Felix, TLN): the Circulation Committee welcomed Vince Nash (TLN) at their September meeting; Vince gave attendees a delivery overview and answered questions.

The Circulation Committee issued a reminder regarding the see note in patron accounts: do not delete those notes unless the note is only relevant to your library. The Circulation Committee also discussed Food for Fines and held elections: the new Circulation Committee chair is Jonathan Deahl (WATE). Additionally, the circulation committee issued a request that libraries review their TLN member directory listings and submit updates as necessary.

New business

Election results for Ex-Comm: Garrett Hungerford (REDF) shared the elections results for the Executive Committee. Amy Rosen (WHLK) is the group 3 representative, Martin Smith (REDF) is the group 4 representative; Patty Braden (ROMS) and Ed Rutkowski (BRIT) were each elected member-at-large.

Nominations for SASUG chair-elect and secretary: Connie Jo Ozinga (COMM) motioned that Lori Coryell (CHEL) be elected chair-elect by acclamation. Seconded by Ed Rutkowski (BRIT). Motion passes. The committee continues to search for a volunteer for the secretary position.

Report on Brandon data extract: Anne Neville (TLN) reported that Sirsi extracted Brandon's data on September 19, 2017 and Brandon went live with Biblionix on September 20, 2017. Brandon's data will not be moved to the Carl system. If you have a Brandon patron using your library, make sure you change that patron's home library to your library in WorkFlows.

Migration update: Celia Morse (TLN) shared that Don West of TLC/Carl will be at MLA. She encourages everyone attending to stop by and introduce yourself to Don.

The start of the migration process has been delayed until November. The first data extract will take place in early December. Training will begin in late March.

The final data migration will take place Saturday-Monday, May 26-28, 2018 and we will start live on Carl on Tuesday, May 29, 2017.

Our contract with Sirsi will be extended as the original contract ends 3/31/2017.

Discussion on training follows Celia's report. Carl utilizes a hub training model, with one representative from each library attending an initial training facilitated by Carl and then utilizing that knowledge to train their staff. Training will be offered at a variety of locations.

Item type clean-up: Garrett Hungerford (REDF) led a discussion of item type clean-up in preparation for the migration to Carl. Library staff members are encouraged to investigate and clean up item types. He suggests that library staff members look at the current month's *Total Items by Item Type and Item Category 2* report for their library (available on the shared system statistics page of the TLN website) to see if there are items that are part of collections that you no longer own and were mistakenly not discarded.

Note: Local Item 1, Local Item 2 and Local Item 3 will not be migrated to Carl.

Motion to adjourn by Connie Jo Ozinga (COMM) at 10:55 am, seconded by Amy Rosen (WHLK). Motion passes.

**Next meeting: October 26, 2017 at Redford Township District Library:
25320 West 6 Mile Road Redford, MI 48240**

Attendees:

Maryann Zurmuehlen NOVI (online)
Lori Coryell CHEL (online)
Paul McCann DEXT (online)
Stephanie McCoy AUBN (online)
Steve McGladdery WAYN (online)
Devan Green PONT (online)
Jacqueline Seimer OXFD (online)
Jeni Gannod CLAW (online)

Jude Halloran HIGH (online)
Karen Schiller SLYN (online)
Laura Gramlich WYDT (online)
Joan Rogers WATE
Martin Smith REDF
Andrea Dickson WIXM
Alyson Lobert WALL
Toni LaPorte LVCC
Connie Jo Ozinga COMM
Sandy Ruhmann ALPK
Brigette Felix TLN
Celia Morse TLN
Anne Neville TLN
Becky Willemsen MDHT
Patty Braden ROMS
Ed Rutkowski BRIT
Amy Rosen WHLK
Ann Hage HTWD
Ed Burns FERN
Garrett Hungerford REDF
Kimberly Schaaf SPRI
Judy McIntosh NORT
Michelle Wloch BELL

Submitted: A. Lobert (WALL) 10/10/2017