

**Shared Automation System Users Group**  
Executive Committee – Meeting Minutes  
Livonia Civic Center Library  
July 5, 2018

**Call to Order:** Chair, Paul McCann called the meeting to order at 1:32 p.m.

**Members Present:** Paul McCann (DEXT), Patty Braden (ROMS), Andrea Dickson (WIXM), Vanessa Morris (TAYL), Amy Rosen (WHLK), Holly Teasdale (LYON)

**Members Absent:** Anne Hage (HTWD), Ed Rutkowski (BRIT), Martin Smith (REDF)

**Others Present:** Angie Michelini (TLN), Celia Morse (TLN Consultant), Anne Neville (TLN), Jim Pletz (TLN Director), Rita VanBrandeghen (TLN Board Member)

**Approval of the Agenda:** McCann called for additions to the agenda. Motion to approve the agenda as presented by Teasdale, seconded by Dickson. Motion carried – Yes 6, No 0

**Approval of the Minutes:** Motion to approve the minutes from the June 7, 2018 meeting by Rosen, seconded by Braden. Motion carried – Yes, 6, No 0

**Budget Report:** Budget was presented by Neville and reviewed by the Committee. Nothing of note to report.

**TLN Board Meeting:** Pletz reported on the June 28, 2018 meeting. The board approved the recommendation made by the Executive Committee to expend funds back to the Brandon Township Public Library in the amount of \$13,875.57 following their withdrawal from the shared system. The board recommended that action be taken to compliment TLN staff for their good work on a successful conversion to CARL and plans are in the works to do so. The board is seeking someone to fill the vacancy left by Kim Potter. Pletz reminded everyone about the TLN Membership Meeting picnic on July 20<sup>th</sup> at Dodge Park in Commerce Township. Email Pletz if you are planning to attend.

**CARL Update:** Neville reported that MelCat and the Acquisitions module are priorities. July 7<sup>th</sup> is the deadline for TLN to get data and information to Mel. CARL staff is also working on Unique Management accounts. New accounts will be submitted at the end of July when CARL is expected to work out the issues. Morse reported that TLN hopes to have the FRBR catalog (Functional Requirements for Bibliographic Records) on the test server in early August. FRBR allows for one MARC record that points all editions of a title to a single trusted record with formats listed below. Users would then click on the format to get a list of holdings. CARL is also continuing work on our e-resources. No update. TLN staff is waiting to see the first full month stats for June. TLN staff is looking at training on the Reports module to be held in the Fall. CARL Connect for circulation should also be ready by Fall. CARL Connect provides the ability to look up patrons without a PIN in My Account and place holds which will be helpful.

**CARL ALA Report:** Morse reported that she spent time at ALA with CARL's Head of Product Development, Lori Butler. They discussed our need for the ability to renew items with title level holds. Until this is resolved, staff need to do a charge on charge and then override the hold. Other things they discussed include the removal of the bibliographic record call no. from the hit list, the hold queue display in the patron record, an app for the mobile catalog, and getting the "Remember Me" option on the sign in screen in the mobile catalog to work.

**Technology Services Update:** Michelini reported that the telecommunications connectivity upgrades with Comcast and AT&T are still in progress and should be completed by mid-July. She will send an email out to staff to let them know when the upgrades are completed. She is also working on getting a quote for Symantec Endpoint security software.

#### **Unfinished Business**

- A. Inkster Library Closure:** Michelini reported that Inkster is expected to sign a lease for their temporary location soon. Once the lease is signed, TLN staff will begin installing the computer equipment. In the meantime, Inkster has purchased a building on Michigan Ave. to be used as their permanent location. They are working with an architect and are hoping for a May 2019 opening.
- B. CARL Post-migration:** Nothing more to add.
- C. SAS Philosophy/Mission:** Dickson reported that she will have a report at next month's meeting.
- D. SAS Incentives/Returning members:** McCann presented a draft proposal. It was suggested that the document include that 100% of data conversion costs and costs for TLN staff time be returned if a library withdraws from the shared system and a statement that the document is meant to protect existing member libraries. McCann will revise and present at next meeting. Pletz reported that he continues to meet with libraries to encourage joining the shared system.
- E. Renewal parameters in CARL:** McCann presented the document that was passed out at the June 28<sup>th</sup> SASUG meeting and asked that the committee review it. SASUG agreed to revisit the proposal at the August meeting after libraries have had a chance to test it. McCann asked that members let him know if there are suggestions.

#### **New Business**

- A. Chronology/Enumeration:** Morse reported that the current practice was discussed at the June 29<sup>th</sup> SASUG meeting. A suggestion was made that it be included on the August agenda.
- B.** Michelini reported that Oak Park is looking for a director.

**Adjourn:** Motion to adjourn made by Teasdale, seconded by Dickson. Yes, 6, No 0. Meeting adjourned at 3:15 p.m.

Next meeting: August 2, 2018 at Livonia Civic Center Library

*Respectfully submitted by Patty Braden*