

**Shared Automation User's Group  
Executive Committee  
Meeting Minutes  
April 1, 2021, 1:00 pm – Virtual Meeting**

I. Call to Order

Chair McCann called the meeting to order at 1:00 pm.

Members present: Paul McCann, Toni LaPorte, Andrea Dickson, Ed Rutkowski, Anne Hage, Patty Braden, Martin Smith, and Hilary Savage.

Absent: Kimberly Schaaf.

Others present:

Guests: Celia Morse, Anne Neville, Angie Michelini, and Rita Vanbrandeghen.

II. Approval of Agenda

Amendment suggested to add Library of Michigan Federal Grants to the Technology Services Update. Motion to approve agenda as amended made by Rutkowski, seconded by Dickson. Motion passed unanimously (Yeas: 8, Nays: 0).

III. Approval of Previous Meeting Minutes

Minutes amended to correct the spelling of Vanbrandeghen. Motion to approve minutes as amended made by LaPorte, seconded by Rutkowski. Motion passed unanimously (Yeas: 8, Nays: 0).

IV. Reports

A. Budget

Neville presented the TLN budget to the committee. There was nothing unusual to report.

B. TLN Board Meeting

Morse summarized the most recent TLN Board meeting. The auditors returned an "unqualified" rating of TLN. TLN selected the Your Membership Platform as the host for the new TLN website. The plan is to complete the website by the end of the fiscal year. A moment of silence was held for TLN Board Member Stephen Harper. Committees are encouraged to continue to meet from home.

C. CARL Update

Neville reported that the next update for CARL is still being tested. She encouraged libraries to request a report from TLN to show patrons with soft blocks or to run a patron report.

D. Technology Services Update

Michelini reported that from mid-April through June, her staff will work will be upgrading library circuits where necessary.

McCann asked if individual libraries should pursue the newly increased eRate Federal Grants. Michelini stated that Rick Rosekrans applies for the grant on behalf of the WAN, while libraries apply for the grant on behalf of equipment for themselves. She will speak to Rosekrans and Bowers to see if there are any opportunities for libraries to work together.

#### V. Unfinished Business

##### A. TLC/CARL Development

Neville reported that when a holds list item is marked missing and it's the last item on a record, the patron is not automatically notified. Staff would need to notice and notify patron independently.

TLN will work on a project with TLC on RFID and CARLConnect. A survey will go out next week to directors for details on RFID usage.

##### B. FRBR

Morse requested that library staffs continue to explore the FRBR test catalog. She feels that the development is far enough along that it is time to consider scheduling the catalog's adoption.

##### C. Billing Formula Data 2021-2022

The data used for the current fiscal year, which encompasses 7/2019-6/2020, was suggested for use in the coming fiscal year's billing data. The hope is that this will offset the staggered reopening happening throughout the system.

Dickson moved that **“the Shared Automation System Executive Committee recommend using the system data from 19-20 period as foundation for the funding formula for the 2021-2022 fiscal year.”** Seconded by Braden. The motion passed unanimously by rollcall vote:

Yeas: McCann, LaPorte, Dickson, Rutkowski, Hage, Braden, Smith, and Savage.

Nays: None.

##### D. TLN Attorney Report

The committee is authorized to meet virtually, and will continue to do so.

#### VI. New Business

There was no new business.

#### VII. Future Planning

##### A. Current Situations Overview

1. Local Government Emergencies – no updates.

##### B. Reopening/Closing Updates

1. Romulus library soft-opened for Grab & Go.
2. Dexter is on a reduced schedule, and reported having success with soft opening.

3. Livonia reported that their Friends group book store is open, and they will hold a book sale on the weekend of April 17-18. Their computers and study carrels are available for patron use and they have had manageable numbers. Livonia's staff was vaccinated by the city.

VIII. Adjournment

A. Smith moved to adjourn the meeting at 2:17 pm, and was seconded by LaPorte. The motion passed unanimously (Yeas: 8, Nays: 0).

Respectfully submitted,

Hilary Savage