

**Shared Automation System Users Group  
Executive Committee Meeting Minutes  
August 5, 2021 – 1:00 pm -- Virtual Meeting**

I. Call to Order

Chair McCann called the meeting to order at 1:01 pm.

Members present: Patty Braden (ROMS), Andrea Dickson (WIXM), Anne Hage (HTWD), Paul McCann (DEXT), Hilary Savage (BELL), Kimberly Schaaf (OAPK), and Martin Smith (REDF).

Others Present:

Guests: John Inman, Angie Michelini, Celia Morse, and Anne Neville

II. Approval of Agenda

Anne Hage moved to approve the agenda, seconded by Dickson. The motion passed unanimously (Yeas: 7; Nays: 0; Absent: 2)

III. Approval of previous meeting minutes

McCann called for any changes to the minutes. Dickson moved to approve the minutes, seconded by Hage. The motion passed unanimously (Yeas: 6; Nays: 0; Abstain: 1; Absent: 2)

IV. Reports

A. Budget

Neville presented the STS Budget performance report through June 2021. All line items are on track.

B. TLN Board Meeting

Morse reported that the board met July 15 for the first time in person for more than a year. Joyce Parker was appointed to complete Stephen Harper's term through 2022. A project to epoxy the garage floor at the TLN building was approved. It is scheduled to be completed later this month and may include suspending delivery temporarily to complete. The board is required to meet in person, but is looking into allowing committee chairs to attend remotely.

C. CARL Update (ongoing performance)

Neville reported that TLN has requested the first CARL release for 2021 to be put on the test server. Work on the database cleanup for FRBR continues, and help desk tickets are being submitted by SAS Library staff. Morse reported that materials on countries are proving difficult to sort because of one-word country titles.

D. Technology Services Update

Michelini reported that all libraries have received their annual renewals, which are due on August 17. Final contract with CrowdStrike involves 67 libraries, 5,238 licenses statewide.

V. Unfinished Business

A. TLC/CARL development

Morse reported that the new release should stop preventing renewals if there are other copies available to fill a hold. CARLConnect will incorporate staff alerts. Several bugs will also be addressed. Morse stated that this upgrade will resolve four helpdesk tickets that she had submitted to TLC.

Smith asked if any progress had been made on integrating RFID and CARLConnect. Morse stated that they had discussed it and she will be certain to put it on the next agenda.

B. FRBR

See CARL Update.

C. **Purchase of CARL Self Check module**

Four libraries are interested in moving forward with the Self Check module. If the project is approved, it will go into the CARL project queue. The cost for the project is a one-time cost for the software of \$8000 followed by an annual maintenance cost to SAS member libraries of about \$1500.

Smith **moved that the executive committee recommends to TLN staff the purchase of the CARL Self Check module at a cost of not more than \$8,000. Funds to come from deferred revenue.** Seconded by Dickson. The motion passed unanimously by roll call vote:

Yeas: Hage, Schaaf, Smith, Dickson, Braden, McCann, Savage

Nays: None

Absent: LaPorte, Rutkowski

D. By-Laws change

Neville reported that they have heard from around 20 libraries, which have all voted to approve the proposed Executive Committee by-laws change. The voting deadline is August 24. McCann suggested a reminder email be sent out.

E. Ex-Comm election

Schaaf announce that nominations have been received for Martin Smith for Group IV, Hilary Savage for Group III, and Bryan Cloutier from Oxford for Member-at-Large. There is still one vacant Member-at-Large seat that needs at least one nomination.

VI. New Business

A. Database security

The committee discussed the security of the patron database from cyber-attacks. TLN staff are investigating.

VII. Future Planning

A. Current situations overview

Redford, Wixom, and TLN are re-masking their staffs in response to Wayne and Oakland counties hitting the “substantial” mark. Redford is also asking patrons to wear masks.

- B. Reopening/closing updates  
Oak Park is hesitant to hold in-person programming because they expect a jump in numbers after school resumes. Dexter reported that they are scheduling programming in person with the caveat that they can be cancelled.
- VIII. Other items from Committee members
- A. Smith reported that Redford purchased a new receipt printer that prints on sticky paper that they are using for no-pack delivery. Neville reported that Canton uses the same product for their self-service hold shelves.
- IX. Adjourn  
Schaaf moved to adjourn the meeting, seconded by Braden. Motion passed unanimously (Yeas: 7, Nays: 0, Absent: 2). Meeting adjourned at 2:07 pm.

Respectfully submitted,

Hilary Savage