

**Shared Automation System Users Group
Executive Committee Meeting Minutes
December 3, 2020
Virtual Meeting**

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

Members present: Patty Braden (ROMS), Andrea Dickson (WIXM), Anne Hage (HTWD), Toni LaPorte (LVCC), Paul McCann (DEXT), Ed Rutkowski (BRIT), Hilary Savage (BELL), Kimberly Schaaf (SPRI), and Martin Smith (REDF)

Others Present:

Guests: Sandi Blakney (ALPK), Steven Bowers (TLN), Azita Fratarelli (RIVW), John Inman (TLN) Angie Michellini (TLN), Celia Morse (TLN), and Anne Neville (TLN)

McCann called for additions to the agenda. A motion to approve the agenda as presented was made by Smith, seconded by Hage. Agenda approved (Yes 7, No 0).

McCann called for approval of the November 5, 2020 minutes. A motion to approve the minutes as presented was made by Rutkowski, seconded by Braden. Minutes approved (Yes 9, No 0).

Reports

Budget

Neville presented the October budget report as of October 31, representing the first month of the new fiscal year. Expenditures for repairs and maintenance and revenue for earned income appeared high because they are backed in from the previous fiscal year.

TLN Board Meeting

Morse reported that Dr. Charles Hanson was appointed to the board to fill the vacancy left by Reggie Williams. The Board approved Morse's contract conditional on approval from the Executive Committee. The contract with SkyRiver for cataloging services was renewed for three years. The TLN office building lease was also renewed.

CARL Update

An upgrade was planned for December 7 predicated on the testing of a patch for Discovery on Monday morning. Morse reported that CARL Connect and fill list changes would be included in the upgrade.

Neville asked that registration for TLN remote training take place on an individual basis in order to control the attendance numbers.

Technology Services Update

Michellini reported that the generator worked well during a recent power outage at TLN. DTE still had not removed their meter. WAN contracts were in process, but on track to

be sent out next week. Technology department staff began researching virus solutions in preparation for the Symantec contract expiration on September 30, 2021.

Unfinished Business

Celia Morse – Contract

S. Bowers

The committee reviewed a document outlining details of the proposed contract renewal for Celia Morse for a 9-month period. Motion to approve the renewal of the contract by LaPorte, seconded by Dickson. Motion approved by rollcall vote. Ayes: Smith, Schaaf, Dickson, Rutkowski, LaPorte, Braden, Hage, McCann, Savage. Nays: none.

TLC/CARL Development

Northfield Township Library board has approved joining the TLN Shared Automation System, and have entered into initial discussions with TLN.

TLN attended a meeting with TLC concerned with moving acquisitions to CARL Connect. TLC is also working to improve the damaged item procedure, which is expected in the upgrade after next.

Local Hold/Demand Management Update

McCann presented information on the hold demand management of a new Janet Evanovich book throughout its first month of release.

FRBR

Testing and development continued on the FRBR catalog. CARL is looking at redesigning the hold button to be on the trusted record. CARL should be able to prioritize local copies.

Billing Formula – 2021-22

No report.

Auto-renewal and Statistics

McCann reported that Joe Hamlin of the Library of Michigan stated that there was vigorous debate nationally among the library data community regarding auto-renewal statistics. The consensus is that auto-renewal should be treated as a circulation statistic.

New Business

Library card extensions

How libraries are handling library card extensions during library closures was discussed. Schaaf suggested compiling a tip sheet for libraries to help navigate the current changing situation.

Damaged/missing policy

This policy will be discussed at SASUG.

Future Planning

Current situations overview

No report.

Reopening/closing updates

McCann discussed the difficulty of deciding when to close and for how long in light of the pandemic.

Other items from Committee members

No report.

Adjourn

Motion to adjourn was made at 2:39 pm by Rutkowski, and seconded by LaPorte.

Motion passed (Yes: 9; No: 0).

Respectfully submitted,

Hilary Savage

Next meeting: January 7, 1:00 pm.