

**Shared Automation System Users Group
Executive Committee Meeting Minutes
December 2, 2021 – 1:00 pm -- Virtual Meeting**

I. Call to Order

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

Members Present: Andrea Dickson (WIXM), Anne Hage (HTWD), Alyson Lobert (COMM), Paul McCann (DEXT), Carrie Ralston (WALL), Ed Rutkowski (BRIT), Hilary Savage (BELL) (arrived at 1:19 p.m.), Martin Smith (REDF).

Members Absent: Toni LaPorte (LVCC)

Others Present:

Guests: John Inman, Angie Michelini, Celia Morse, Anne Neville, Rita VanBrandeghen

II. Approval of Agenda

Motion to approve the agenda was made by Rutkowski, and seconded by Lobert. The motion passed unanimously (Yeas: 7; Nays: 0; Absent: 2).

III. The committee congratulated Anne Hage on her impending retirement and thanked her for her eight years of service to the Committee.

IV. Approval of Previous Meeting Minutes

McCann called for any changes to the previous meeting minutes. The motion to approve the minutes as amended was made by Lobert and seconded by Smith. The motion passed unanimously (Yeas: 7; Nays: 0; Absent: 2).

V. Reports

A. Budget

Neville presented the budget expenditures report through September. TLN is completing fiscal year end adjustments. The budget is by section and the overall budget is underbudget. The printing line item was over budget due to a large batch of mailer sent at the end of the fiscal year. McCann asked if next year's budget is similar to the previous fiscal year. Neville stated it is pretty similar with no major changes.

B. TLN Board Meeting

The TLN Board met at Novi Public Library on October 28 and there was no November meeting. The Board appointed Ebony Duff as the Class IV representative. Michelle Cantor, who is providing diversity training for TLN, also attended. The Board re-nominated officers, discussed the cafeteria plan and approved the attendance bonus policy.

C. CARL Update

Neville reported that TLN is waiting to do a CARL update until the next release rather than doing two updates close together. As soon as CARL provides the next release, TLN

will install it on the test server. TLN staff hope to do the next update in early 2022. After the TLCU Conference, TLN staff is reviewing our priority improvements to give to CARL. One priority is preventing one library from editing another library's serials records. TLN staff are still deciding our additional two priorities. Morse reported that CARL expects to start the self-check connect project in December for the libraries that signed up.

D. Technology Services Update

Michelini reported she is working on the Envisionware renewals. Michelini and Rosekrans are also working to resolve AT&T billing issues for circuits. McCann inquired about any upcoming projects and Michelini stated they are looking to replace internal TLN servers.

VI. Unfinished Business

A. TLC/CARL Development

Neville stated CARL staff have been focused on launching their new Frederick County site. It is expected that CARL activities will return to normal now that they are live.

B. FRBR

Morse reported that the next release will allow TLN to turn series information on or off in the online catalog. Morse was concerned nonfiction series would confuse patrons as they cannot click on the series to view additional titles. Andrea Polsgrove is conducting a large database cleanup project of trusted records that are incorrectly connected. Libraries should open help desk ticket to report items that should not be linked together.

C. Go Lost Question from jude halloran

McCann spoke to new Highland Director Brenda Dunseth regarding their Go Lost concern. Dunseth was satisfied that a solution would be available in the next CARL release to block patrons based on the number of days an item is overdue. Neville stated that this option would be turned on or off based on patron type. Blocking all patron types institution wide would negatively affect patron types like MeLCat and Technical Services. If the feature is turned on, it is turned on for all libraries that use that patron type. Blocking follows the item library so all libraries would be effected through holds. Once the new release is out it can be discussed by SASUG.

D. Database Security

Neville reported there are not any new updates and that the project is continuing.

VII. New Business

A. 'Juvenile' identifier language change

An email was sent to the Youth Services listserv regarding moving away from the juvenile location term based on negative connotations. Neville can add a youth and/or kids location and can make global changes for any library that requests the change. McCann stated he would like to see CARL development to limit location options by library to make linking materials easier. Rutkowski asked if all locations are in use. The committee discussed the current number of locations, linking consistency, and encouraging libraries to look at what locations they use. It was suggested it may be

better to see if SASUG is interested in changing juvenile to youth with the current sub locations to avoid adding more locations. Rutkowski will add to the SASUG agenda.

B. Group 1 representative election

The committee will need an election to fill Hage's seat after the January meeting.

McCann will reach out to Group 1 spending libraries for candidates and Rutkowski will announce the opening at SASUG.

VIII. Future Planning

A. Current COVID Situations Overview

Dexter seeing patrons turn more to virtual events again. No one has changed services at this time.

IX. Other Items from Committee Members

Morse said that TLN staff are regularly encountering SAS libraries who reach out to third party vendors without contacting TLN to verify if the product works on CARL and the shared patron database. CARL cannot separate patron databases and TLN needs API improvements from CARL to support some vendors and products. Morse asked for suggestions on encouraging libraries to involve TLN from the start. Suggestions included adding information to the SASUG page on the TLN website, adding it to the SASUG agenda, sending a reminder to the shared system directors listserv, and asking Steve Bowers to include it in a monthly director's meeting. Lobert asked if TLN has a list of vendors that are known to work already. Smith asked what kind of vendors and services libraries are wanting right now.

X. Adjourn

Motion to adjourn the meeting made by Lobert, seconded by Rutkowski. The motion passed unanimously (Yeas: 8, Nays: 0, Absent: 1).

The meeting adjourned at 2:07 pm.