Shared Automation System Users Group
Executive Committee
Meeting Minutes
February 4, 2021, 1:00 pm – Virtual Meeting

I) Roll Call

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

Members present with their stated location: Paul McCann, Dexter; Andrea Dickson, Wixom; Martin Smith, Redford; Kimberly Schaaf, Davisburg; Patty Braden, Romulus; Ed Rutkowski, Ann Arbor; Ann Hage, Livonia (left at 2:56 pm); Hilary Savage, Belleville; and Toni LaPorte (arrived at 1:20).

Others present:
Guests: Anne Neville, John Inman, Celia Morse, Angie Michelini, Steven Bowers.

II) Agenda

McCann called for any additions to the agenda. Rutkowski requested the addition of an item to New Business: Hard Blocks. Motion to approve the agenda as amended made by Braden, seconded by Dickson. The motion passed unanimously (Yeas: 8; Nays: 0).

III) Minutes

Minutes of January 7, 2021 meeting were amended to show that the "motion to adjourn was made by Smith, seconded by Rutkowski." Motion made by Hage to approved minutes as amended, seconded by Schaaf. Motion passed unanimously (Yeas: 8; Nays: 0).

IV) Reports
   A) Budget
      Neville presented the TLN budget expenditures for the first quarter of the fiscal year.

   B) TLN Board Meeting
      Bowers reported that there were a few additions made to the budget at the most recent meeting. The board also approved the data network/telecommunications proposal. The Steering Committee formed a sub-committee for strategic planning made up of directors from both SAS and non-SAS libraries.

   C) CARL Update
      Neville reported that the CARL update took place last week. One unanticipated change caused by the upgrade was that occasionally when an item is marked found on the fill list, the text turns red. TLN is looking into why this is occurring. The next upgrade is scheduled to be loaded onto the test server on February 9.

Morse reported that holds are landing on the local copy unless another owning library has an item returned first, in which case that item will fill the hold. This is probably happening more frequently because of the change in workflow caused by COVID-19 protocols. The committee discussed recommending that libraries do their send-item list before discharging returns, or to pull the list throughout the day.

D) Technology Services
Michelini reported that the Telecommunication contracts were approved and signed by TLN, and were awaiting countersignatures. The technology services staff will begin port and circuit upgrades ahead of the start of the new contract. No cost will be involved with the upgrades prior to the increased bandwidth available July 1.
TLN started a website committee, and is looking for input from the various member committees on what content they want to see, or access they would like to have to make changes. Any suggestions were requested by the end of February.

V) Unfinished Business
A) TLC/CARL Development
Neville reported that the next update will address the lack of library codes on receipts, the last piece needed to make CARLConnect fully functional at the circulation desk.
Morse reported that CARL is also working on integrating INNReach software.

B) Local Hold/Demand Management
McCann reviewed circulation statistics of those libraries that share new materials. The committee discussed whether and how to encourage libraries to share their new materials.

C) FRBR
No report.

D) Billing Formula Data
No report.

VI) New Business
A) TLN Attorney Report – Open Meetings
Bowers presented a memorandum from Clark Hill recommending which groups are subject to the Open Meetings Act (O.M.A.). If a group is responsible for decisions affecting the whole, they are subject to the O.M.A. Counsel's legal opinion was that the Executive Committee was "advisory in nature, with the possible exception of Section 3" of the bylaws, which allow the committee to "set policy". Upon discussion, the committee determined that they make suggestions, but the TLN Board is ultimately responsible for all decisions. Bowers will take to legal counsel the suggestion to change the Executive Committee bylaws Section 3 to replace "set" with "recommend." If counsel agreed that this clarifies that the Executive Committee does not make decisions, the bylaws would need to be approved by written ballot of the directors.

B) Future Committee Officers

McCann encouraged committee members to consider serving as officers in the upcoming year.

C) Hard Blocks
Rutkowski reported that Brighton had recently discovered that soft blocked accounts won't or can't be hard blocked. Soft blocks were created to send messages to staff, and are used specifically when an automated email bounces. Under certain circumstances, patron items could autorenew even if they were sent to collections because a soft block prevented their account from being hard blocked.   Soft blocks need to be curated by libraries to avoid this issue. Neville will put this in her system update for SASUG.

VII) Future Planning
A) Current Situation Overview
McCann reminded all to update their reopening stages in the TLN spreadsheet.

B) Reopening/Closing Updates
No updates.

VIII) Adjournment
Rutkowski moved to adjourn the meeting at 3:21 pm, seconded by LaPorte. The motion passed unanimously (Yeas: 8; Nays: 0).

Respectfully submitted,
Hilary Savage