

**Shared Automation System Users Group  
Executive Committee  
January 7, 2021 – 1:00 pm - Virtual Meeting**

- I 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: Steven Bowers (TLN), John Inman (TLN) Angie Michellini (TLN), Celia Morse (TLN), and Anne Neville (TLN)

- II McCann called for additions to the agenda. Neville requested an addition to New Business: Transfer of Funds from Deferred Revenue to Capital Reserve. A motion to approve the agenda as amended was made by LaPorte, seconded by Dickson. Agenda approved (Yes 9, No 0).

- III McCann called for approval of the December 3, 2020 minutes. A motion to approve the minutes as presented was made by Rutkowski, seconded by Dickson. Minutes approved (Yes 9, No 0).

IV Reports

A) Budget

Neville presented the November 2020 budget expenditures report. Everything is on track. The budget was planned based on a traditional year.

B) TLN Board Meeting

There was no TLN Board Meeting held in December.

C) CARL Update (ongoing performance)

Neville reported that they are awaiting a date for the upgrade that was postponed in December. It is hoped that it will take place in January. TLC released a second major update at the end of 2020, which TLN will request once the first upgrade is completed; they must be done sequentially. The ability to record refunds in CARL will be turned on for the system, so that libraries can choose to use the feature or not.

D) Technology Services Update

Michellini reported that she is waiting to receive completed WAN contracts.

Envisionware was late in sending out renewals. They offered a grace period through January 31 to allow time for contracts to be returned. Four contracts remain to be returned to Michellini.

## V Unfinished Business

### A) TLC/CARL Development

Morse reported that TLC will upgrade the damaged item process by including a damage button on the pick list. Magazines will be listed in chronological order. CARL Connect will list the 4-letter agency code as well as the delivery number. Not found, missing, and the missing transit list will be included on the new “wander” list.

TLC’s 2021 roadmap was reported to include: the ability to renew items with holds when a copy of the item is available elsewhere, INN-Reach software integration allowing MeLCat work to be done in CARL, Circulation patron notes displayed in the circulation window, and mobile improvements such as lists and issue-level holds.

### B) Local hold/Demand management update

McCann provided an update on the hold fulfillment of the titles that he is following. He has recently included titles that are not owned by many libraries but are maintaining holds lists.

### C) FRBR

No report.

### D) Billing formula – 2021-22

It was tentatively suggested that the same formula used for the 2020-2021 fiscal year can be used for 2021-2022. Libraries will be billed for the TLN capital reserve fund as it is a relatively small amount -- \$10,000 collected from across the member libraries.

## VI VI. New Business

### A) TLN WAN contract approval recommendation to TLN Board

Michelini reported that the recommendation was to remain with the same three companies. The department plans to explore other options one year ahead of the next contract as some technology will have matured and might be useful at that time.

Smith moved to approve all three of the following recommendations as presented:

- **The Shared Automation System Executive Committee recommends The Library Network board award the July 1, 2021- June 30, 2024 fiber circuit contract to AT&T for the estimated 3-year contract total of \$1,200,000 for all libraries except Milford and Highland. Funds to come from Shared Technology Services Passthru.**
- **The Shared Automation System Executive Committee recommends The Library Network board award the July 1, 2021- June 30, 2024 Data Network Telecommunications contract to Merit Network, Inc. for the estimated 3-year contract total of \$350,000. Funds to come from Shared Technology Services Passthru.**
- **The Shared Automation System Executive Committee recommends The Library Network board award the July 1, 2021- June 30, 2024 Data Network Telecommunications contract to Comcast Business Communications, LLC for Milford and Highland libraries for the estimated 3-year contract total of \$100,000. Funds to come from Shared Technology Services Passthru.**

Rutkowski seconded the motion. Motion was approved by rollcall vote. Ayes: Smith, Schaaf, Dickson, Rutkowski, LaPorte, Braden, Hage, McCann, Savage. Nays: none.

B) Transfer of Funds from Deferred Revenue to Capital Reserve

Neville presented a document outlining a recommendation from TLN to transfer surplus funds in the Deferred Revenue fund to the Capital Reserve fund. TLN staff recommends that the SAS Capital Reserve fund maintain a balance of at least \$500,000. The Capital Reserve fund is protected by policy adopted by the TLN Board and SASUG and can only be used for capital expenditures for the shared system in excess of \$10,000. Rutkowski moved that **the Shared System Executive Committee recommends to the Shared System Users' Group that \$361,715.81 in Deferred Revenue be transferred to the SAS Capital Reserve Fund.** The motion was seconded by Dickson. The motion was approved by rollcall vote. Ayes: Smith, Dickson, LaPorte, Rutkowski, Braden, Schaaf, McCann, Hage, Savage. Nays: None.

VII Future Planning

A) Current situations overview

No report.

B) Reopening/closing updates

McCann reported that Dexter schools announced that they were reopening their buildings for students. There was general discussion on reopening.

VIII Other items from Committee members

A) Bowers reported that TLN lawyers were working on a memo clarifying which committees could continue to meet virtually after the pandemic passed.

IX **Adjourn**

A) Smith moved to adjourn the meeting, seconded by Rutkowski. Motion to adjourn passed (Yes: 9; No: 0).

Respectfully submitted,

Hilary Savage

Next meeting: March 4, 2021 at 1:00 pm.