

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

I. Call to Order

Chair McCann called the meeting to order at 1:03 pm.

Members present: Andrea Dickson (WIXM), Anne Hage (HTWD), Toni LaPorte (LVCC), Paul McCann (DEXT), Ed Rutkowski (BRIT), Hilary Savage (BELL), Martin Smith (REDF)

Members Absent: Patty Braden (ROMS), Kimberly Schaaf (OAPK)

Others present:

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

II. Approval of Agenda

Chair McCann called for any additions to the agenda. A discussion of libraryIQ was added to New Business. Dickson moved to approve the agenda as amended, seconded by LaPorte. The motion passed unanimously (Yeas: 7; Nays: 0).

III. Approval of previous meeting minutes

Michelini corrected the spelling of “Symantec” in the June meeting minutes. Rutkowski moved to approve the minutes as corrected, seconded by Smith. The motion passed unanimously (Yeas: 7; Nays: 0).

IV. Reports

A. Budget

Neville presented the TLN budget year expenditures for the fiscal year through June 2021, representing two-thirds of the year.

B. TLN Board Meeting

Morse reported that the TLN Board will now be meeting at Noon on the 3<sup>rd</sup> Thursday of every month. The Board approved the Strategic Framework for TLN. They also approved the adoption of CrowdStrike for TLN virus protection. Morse announced that Joyce Parker will fill Steve Harper’s seat.

C. CARL Update (ongoing performance)

Neville reported that the Blind and Physically Handicapped patron type has been updated to Accessibility/Outreach Services. Gender removal in CARLConnect has to be done by TLC, but the change has already been completed in CARL-X.

Hold pickup location disappearances from the catalog haven’t happened in weeks. TLC has found the issue and are looking into the best way to deploy the fix.

- D. Technology Services Update  
Michelini reported that her department is finalizing the CrowdStrike contract. Thirty-one libraries are getting bandwidth increases over the next week.

V. Unfinished Business

- A. TLC/CARL development  
See FRBR.
- B. FRBR  
Morse reported that TLN has begun database cleanup in preparation for the move to the FRBR catalog on September 7. As part of the transfer process, deltas will need to be turned off, which may cause a one-day delay in SkyRiver. Libraries will need to report any record issues to TLN for correction. Library staff are encouraged to look at the FRBR catalog on the test server in preparation for the roll out.
- C. By-law language change/ballot  
Language for the Executive Committee by-law change ballot will be taken from the SASUG minutes and the ballots will be distributed by Schaaf.
- D. CARL hold limits (from SASUG)  
No discussion.

VI. New Business

- A. Purchase of CARL Self Check module  
Morse reported that there is serious interest in the CARL Self Check module. TLN has submitted several questions to TLC. The topic will be revisited once TLC has responded to those questions.
- B. 2021 preliminary SAS and BDBS budgets  
Neville presented the proposed operating budgets for the Shared Technology Services and Bibliographic Database Services. There is a slight increase in the salaries line items, due to a replacement for a position in the business office that was been vacant since March 2020. The cost for this is shared through the overhead for all departments. An increase in the MERS line item is the result of a change from a defined benefit retirement to a defined contribution retirement for new hires.

Rutkowski moved that **the Executive Committee recommend the Shared Automation System Users Group accept the Shared Technology and BDBS budgets for the 2021-2022 fiscal year**, seconded by LaPorte. The motion passed unanimously by rollcall vote (Yeas: 7; Nays: 0; Absent: 2):

Yeas: Dickson, Hage, McCann, LaPorte, Rutkowski, Savage, Smith.  
Nays: None.

C. Library IQ

McCann asked if the shared system should investigate a collection maintenance aid produced by libraryIQ. Morse stated that Novi had previously investigated the product. At that time, libraryIQ had never worked with CARL. McCann will evaluate the product further.

VII. Future Planning

A. Expiring Committee terms

McCann reported that nomination forms will be sent out for the expiring committee positions. Smith and Savage have stated an interest in serving additional terms. Braden and Rutkowski will be stepping down, so two additional nominations will be needed to fill available seats.

B. Current situations overview

McCann reported that Baker and Taylor are currently very slow to process materials. There is not the same delay for unprocessed items.

C. Reopening/closing updates

Smith reported that Redford's regular technology updates have been affected by the chip shortage.

VIII. Adjourn

Dickson moved to adjourn the meeting, seconded by Hage. Meeting adjourned at 2:21 pm.

Respectfully submitted,

Hilary Savage

Next meeting: August 5, 2021 at 1:00 pm.