

**Shared Automation System**  
**Executive Committee**  
Virtual Meeting Minutes  
June 3, 2021, 1:00 pm

I. Call to Order

Chair McCann called the meeting to order at 1:02 pm.

Members present: Patty Braden, Andrea Dickson, Anne Hage, Toni LaPorte, Paul McCann, Ed Rutkowski, Hilary Savage, Kimberly Schaaf (left at 2:59 pm), Martin Smith

Others present:

Guests: Steven Bowers, Angie Micheleni, Celia Morse, Anne Neville

II. Approval of Agenda

McCann called for additions to the agenda. Motion was made by Dickson to approve the agenda as presented, seconded by LaPorte. Motion passed unanimously (Yeas: 9; Nays: 0).

III. Approval of previous meeting minutes

Minutes were amended to include Hilary Savage as attendant. Motion was made by Rutkowski to approve minutes as amended, seconded by Smith. Motion passed unanimously (Yeas: 9; Nays: 0).

IV. Reports

A. Budget

Neville presented the TLN Budget report for October-April. She also reported that the apparent deficit in the MERS and Fringe Benefits line items in the May report was a result of offset billing cycles for fringe benefits and MERS, and decreased workman's compensation payments due to a lack of recent claims.

B. TLN Board

Steve Bowers reported that the previous board meeting was cancelled. The TLN Board currently has one vacancy and one member who will not seek re-election. One interested candidate has been found, and the board is looking for a candidate for the Class IV position. A list of skills held by the current board is being compiled to assist with the search for replacements. A strategic planning framework is currently in the works.

C. CARL Update

Neville reported that libraries are still disappearing from the hold pickup list, but it has yet to be determined why this is happening. TLC has set up a script that lets them know when a library disappears and they are able to immediately reinstate the library.

D. Technology Services Update

Micheleni reported that the AT&T prep work was completed for the 1 GB switch updates. July 1-6, AT&T and Technology Services will update bandwidth size for 20+ sites. The new TLN website design is making progress. She is still receiving orders for the discounted SonicWall firewall.

McCann brought up the review of security of shared system data, considering the increase in ransomware attacks on large targets.

## V. Unfinished Business

### A. TLC/CARL Development

Morse reported that the first piece of INNReach compatibility development will be included in the next release. The next upgrade is also purported to allow renewals if there are holds on a title that has other available copies.

### B. FRBR

Morse has scheduled the FRBR upgrade with TLC. TLN has begun to clean up the database in preparation for the move. Morse suggested that the Shared System begin to discuss how to communicate the catalog change to patrons. The Test catalog should continue to be available throughout the summer.

### C. TLN Attorney Report

Bowers reported that the lawyers recommended that the Executive Committee bylaws be changed to remove decision-making language. This would allow the committee to make recommendations that would be approved by the TLN Board.

Smith moved to **recommend to SASUG a change be made to Article 3, Section 3 of the bylaws to state that "The Executive Committee shall have the authority to set recommend policies for the shared automation system that are consistent with cooperative policies."** The motion was seconded by Braden. The motion passed unanimously by rollcall vote (Yeas: 9; Nays: 0).

Ayes: Braden, Dickson, Hage, LaPorte, McCann, Rutkowski, Savage, Schaaf, Smith.  
Nays: None.

## VI. New Business

### A. Virus Protection Recommendation

Michelini reported that based upon research, demos, and member voting, TLN proposes entering into a 3-year contract with CrowdStrike for virus protection services. While it is a significant increase in cost over the current contract with Symantec, it is a cloud-based product that provides real-time protection. Michelini also reported that other libraries or municipalities can join the contract, which would help decrease the cost per license. Smith moved that **the Shared Automation System Executive Committee recommends The Library Network Board of Trustees award the September 1, 2021-September 30, 2024 virus protection product contract to CBI/CrowdStrike Falcon Endpoint Protection Premium bundle for the 3-year contract with a unit rate not to exceed \$60 per license (or \$20 per license per year). Funds to come from two sources: Shared Technology Services Passthu for libraries that wish to join the TLN volume discount offering and from the Shared System Operating Fund for shared system libraries only.** The motion was seconded by Braden. The motion passed unanimously by rollcall vote (Yeas: 9; Nays: 0).

Ayes: Braden, Dickson, Hage, LaPorte, McCann, Rutkowski, Savage, Schaaf, Smith.

Nays: None.

B. Expiring Committee Terms

McCann announced that five committee terms are expiring in 2021, and asked members whose terms are ending to consider whether or not they would like to serve on the committee again.

C. CARL Hold Limits

Schaaf reported that TLC has made an update in how holds can be counted in CARL. Until now, only Holds in Queue have counted toward a patron's number of holds. It is now possible to count holds in any status towards a patron's hold count. Bowers stated that the volume of items travelling through delivery is still high – 3 million items so far this year compared to 2.5 million items/year in a typical year. McCann asked how patrons' hold habits have changed during the past year. Why should users be limited if they want to use the library heavily? The question will be discussed at the June Shared Automation System Users Group meeting.

D. Hard Blocks/Overrides

CARL allows three settings for Hard Block overrides: once per the lifetime of the block, once per day, and unlimited overrides. Schaaf stated that it was valid to allow unlimited overrides during the quarantine, but questioned if the committee would like to consider returning the setting to once per day as it was pre-pandemic. The item will be discussed at the June Users Group meeting.

VII. Future Planning

A. July 1 Meeting Attendance

McCann asked if any members would be unable to attend the July 1 meeting. Braden said that she would not be present. The group may need to meet in person at Livonia.

B. Current Situations

No reports.

C. Reopening/Closing

Braden reported that Romulus will be resuming full hours on June 14, removing patron time limits. They also removed the mask requirement, though circulation staff still frequently wear their masks at the desk.

McCann reports that Dexter is concerned about singling out those staff who aren't vaccinated.

VIII. Adjourn

Rutkowski moved to adjourn the meeting at 3:02 pm, seconded by Hage. The motion passed unanimously (Ayes: 8, Nays: 0; Absent: 1).