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

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I) Roll Call

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

Members present: Andrea Dickson, Toni LaPorte, Kimberly Schaaf, Patty Braden, Ed Rutkowski, Martin Smith, Paul McCann, Hilary Savage
Members Absent: Anne Hage, excused.

Others present:
Guests: Celia Morse, John Inman, Angie Michelini, Anne Neville, Rita Vanbrandeghen

II. Approval of Agenda

Chair McCann called for any additions to the agenda. Rutkowski moved that the agenda be accepted as presented, seconded by Dickson. The motion passed unanimously (Yeas: 8; Nays: 0; Absent: 1).

III. Approval of previous meeting minutes

LaPorte moved to approve the February 4, 2021, meeting minutes as presented, seconded by Rutkowski. Motion passed unanimously (Yeas: 8; Nays: 0; Absent: 1).

IV. Reports
 A. Budget
 Neville presented the TLN budget expenditures for the fiscal year through January 2021.

 B. TLN Board Meeting
 Morse reported that the TLN Board will change their meeting time to 9 am in March. The board approved an EAP program, which is open to member libraries. The workman's compensation contract was renewed. The transfer of funds from Deferred Revenue to Capital Reserve Fund was approved. The whistleblower policy was also approved.

 C. CARL Update (ongoing performance)
 Neville reminded the committee that bi-annual TLC CARL maintenance will take place Saturday, March 6, at 6:15 am for up to four hours. CARL and VPN passwords were set to change March 22. Testing continues on the next update for CARL.
 Neville encouraged libraries to open helpdesk tickets for issues. One issue encountered was that dates on hold slips were too long. It was discovered that this was a result of backdating quarantined item returns. The actual dates used by CARL are correct.

 D. Technology Services Update
 Michelini reported that her department is working with AT&T on WAN upgrades. SenSource has scheduled a presentation of their people counter for TLN. Michelini was also in contact with the new AWE account manager for TLN.

V. Unfinished Business
- A. TLC/CARL development
  Morse reported that the new release of CARL is on the test server, which includes updates to CARLConnect circulation. Receipts now have the agency code and transit number, or patron name. Fill list problems introduced with the last update were fixed. The new damaged item feature allows hold to be removed from the damaged item, and item is placed in damaged status. Items can be withdrawn from the damaged and missing items lists. Still unavailable in CARLConnect were the ability to place manual fines or manipulate holds.
  McCann asked about the procedure when the last copy of an item is marked damaged. Morse agreed to look into it. Smith raised a question regarding RFID functionality. Inman will research it.

- B. FRBR
  Morse reported that the numbers indicating BIDs under media types have been removed from the FRBR catalog view. Magazines will appear in reverse chronological order. While it appears to be messy right now, it might be due to library entries. Library staff should look at the test catalog again, now that things have been updated. She will share the link and instructions with the SASUG listserv.

- C. Billing formula data – 2021-22 (on hold)
  McCann reported that the committee will wait for Neville's input on when to discuss this item.

- D. TLN Attorney report – Open Meetings; Future meetings/locations
  McCann reported that there was no response yet from attorneys as to whether the Executive Committee was subject to the Open Meetings Act. If counsel agrees with suggested changes, bylaws will still require updating. LaPorte offered Livonia's auditorium in case we need to meet in person in April.

- E. TLN Web site
  Further suggestions regarding the TLN website upgrade are encouraged. All committees and staff departments at TLN have been consulted. TLN plans to make a decision this month regarding website platform.

VI. New Business
- A) Items from SASUG:
  1) Outreach card
     The discussion regarded a language change for the patron type currently known as "Blind and Physically Handicapped" to more modern and accurate description, rather than changing any of the thresholds.
  2) Hard blocks for behavior
     The committee discussed the use of hard blocks of a patron's account for behavior.

VII. Future Planning
- A) Current situations overview
  Paul requested that Bowers request libraries to update the reopening spreadsheet.

B) Reopening/closing updates
The group discussed how to deal with increased occupancy rate. LaPorte reported that Livonia decided to add two chairs to each table, and would allow patrons to stay for an hour.

VIII. Other items from Committee members
A) The committee discussed the current status of the Dr. Seuss books that have been placed on hold and checked out in response to the announcement that four books will no longer be published.

IX. Adjourn
A) Dickson moved that the meeting be adjourned, seconded by Rutkowski. The motion was approved unanimously (Yeas: 9; Nays: 0; Absent: 1). Meeting adjourned at 2:29 pm.

Respectfully submitted,

Hilary Savage

Next meeting: April 1, 2021 at 1:00 pm.