

**Shared Automation System Users Group  
Executive Committee – Meeting Minutes  
Virtual Meeting  
November 5, 2020**

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

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Ed Rutkowski (BRIT), Toni LaPorte (LVCC), Kimberly Schaaf (SPRI), Patty Braden (ROMS), Hilary Savage (BELL), Andrea Dickson (WIXM)

Others Present:

Guests: Anne Neville (TLN), Celia Morse (TLN –Consultant), Angie Michelini (TLN), John Inman (TLN), Steven Bowers (TLN)

McCann called for additions to the agenda. A motion to approve the agenda as presented was made by Rutkowski and seconded by LaPorte. Agenda approved (Yes 8, No 0, Absent 1).

McCann called for approval of the October 1, 2020 meeting minutes. A motion to approve the minutes was made by Braden, seconded by Smith. Minutes approved (Yes 8, No 0, Absent 1).

## **Reports**

### **Budget**

Neville presented the TLN budget as of September 30 – the full 19-20 fiscal year. There were slight overages in the salary line item due to overtime in the shared automation and technology departments and in the supply line item as a result of holding two Technology Forums in one fiscal year. The contractual services line item was significantly lower than budgeted as a result of COVID-19 library closures, leading to overall lower expenditures than budgeted.

### **TLN Board Meeting**

Morse reported that the TLN Board approved a roof replacement for the front half of the TLN building. They are also conducting a search to fill the vacant board seat.

### **CARL Update**

Neville reported that TLN is still working on preparing for the CARL update. Neville, her staff, and Schaaf attended the TLCU Conference last week.

It was also reported that while circulation numbers are down, delivery is up. TLN is considering whether this trend will continue or is temporary. The Committee discussed possible contributing factors, including changes in patron behavior, the resumption of regular services and processes, and different rates of quarantine among libraries.

Rutkowski inquired about the process of integration of the OverDrive Download Destination records into CARL. Inman reports that the process is complete for all libraries except Lyon Township. TLN continues to work on it in the test catalog.

## **Technology Services**

Michelini reported that the Telecommunication Survey is due November 17. Fifty percent of libraries have responded. The new contract with final pricing will be distributed in early December.

The generator project is waiting for DTE to remove the extra meter. Once that is completed, wiring to the server room and UPS will be completed and TLN staff will be trained. The bid for fencing is in process.

## **Unfinished Business**

### **TLC CARL Development**

Changes in development for the Discovery catalog include the ability to make partial payments on fines. Features in development for the mobile app include availability of issue-level holds and adding to lists. Developments to CARLConnect include a work-around for damaged items and updated transit slips. Morse reported that she will start encouraging libraries to switch to CARLConnect for circulation services based on these updates.

Morse reported that FRBR development continues. English-language materials will be prioritized in the results lists so that they do not fall below foreign-language entries of the same title.

### **User Profiles Committee**

Schaaf reported that the work of the committee is essentially complete. The Shared Automation System Users Group will explore combining the School and Institution patron types and further discuss SASGuest parameters.

### **Local Hold/Demand Management**

Royal Oak has begun sharing their new items on a three month trial basis. McCann proposed an experiment: ask all libraries to make selected titles shareable, allowing us to track the performance of the demand management system as it was intended to operate.

### **FRBR**

See TLC CARL Development.

Morse reported that the best way to perform a subject search in the FRBR catalog is to limit results to your library and choose "Available Now".

### **Billing Formula 2021-2022**

This will be discussed later in the year.

### **Auto-renewal and Statistics**

McCann reported that there has been a 96% increase in renewals since the adoption of auto-renewal. This number might be artificially high because of the quarantine period for returned items. It was questioned if phone renewals were still necessary with auto-renewal. Inman reported that phone renewals are a part of phone notifications.

**Future Planning**

No report.

**Current Situation Overview**

No report.

**Reopening Updates**

No report.

**Other items from Committee Members**

Smith asked if TLN had a minimum requirement for library quarantine. TLN delivery has asked that all libraries quarantine materials for a minimum of 24 hours.

Braden moved to adjourn the meeting at 3:00 pm, seconded by Smith. Meeting adjourned (Yes 8, No 0, Absent 1).

Respectfully submitted,  
Hilary Savage

Next meeting: December 3, 1:00 pm.