

**Shared Automation System Users Group  
Executive Committee Agenda – Meeting Minutes  
Virtual Meeting  
October 1, 2020**

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

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Ed Rutkowski (BRIT), Anne Hage (HTWD), 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), Rita VanBrandeghen (TLN Board)

McCann called for additions to the agenda. An item on SASUG Remote Voting was added to New Business. A motion to approve the agenda as amended was made by Braden, seconded by Rutkowski. Agenda approved (Yes 9, No 0).

McCann called for approval of the September 10, 2020 minutes. A motion to approve the minutes as presented was made by Rutkowski, seconded by LaPorte. Minutes approved (Yes 9, No 0).

**Election of Officers**

Savage self-nominated as Secretary and McCann self-nominated as Chair. LaPorte moved to elect Savage as Secretary and McCann as Chair. Motion was seconded by Rutkowski. Motion approved (Yes 9, No 0).

**Reports**

**TLN Director Search**

McCann reported that Steven Bowers, formerly of DALNET, was hired as the new Executive Director of TLN. He will begin on October 5.

**Budget**

Neville presented the TLN budget expenditures as of August 31. The overage in the supply line item is due to holding two technology forums in one fiscal year. All other line items are where they should be at this time of the fiscal year.

**TLN Board Meeting**

McCann reported that the TLN Board approved the TLN budget for 20-21, as well as the amendments to the 19-20 budget.

**CARL Update (ongoing performance)**

Neville reported that all is good with CARL other than the down time this morning due to the generator project. TLN is ready to schedule an upgrade to the newest version of CARL. Inkster is receiving training via Zoom on CARL/CARLConnect in preparation for their reopening.

Neville and Morse reported that a library has expressed interest in joining the consortium. The possibility of offering a financial incentive was discussed.

### **Technology Services Update**

Michellini reported that Westland Director Ishwar Laxminarayan has resigned, and Jennifer Roth is currently serving as Interim Director.

The majority of the electrical merger for the generator was completed this morning. DTE must be on site to remove the old meter, which will be scheduled at their convenience. Gas will be done in October, and fencing will be installed after the rest of the work is completed.

### **Unfinished Business**

#### **TLC/CARL Development**

Neville and Morse reported that Andrea Polsgrove and Morse are part of a CARL focus group on the FRBR catalog. They're looking at the ability to place holds across all items attached to a particular record, regardless of edition. The group is also exploring the ability to prioritize a patron's home library copy to fulfill the patron's hold.

#### **User Profiles Committee**

Schaff reported that there have been questions regarding parameters of the SASGuest patron type. In particular, the SASGuest fine threshold is higher than that of the Ultra-Lo patron type. This will be discussed at the Users' Group meeting. A few patron types that were slated for deletion still have patron records associated with them. The committee has contacted the owning libraries.

#### **SAS Catalog and Brief Records**

The number of brief records in the database is currently around 9,000. Inman reports that this will be a fairly constant number for the brief records because of the new items being ordered, items linked and waiting for conversion, and those waiting to be deleted.

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

McCann, Savage, and Braden reported on the effects of sharing new items with the consortium at this time. Schaaf suggested continuing to discuss this with other libraries to increase support. Morse recommended that libraries be willing to send out what they want their patrons to receive.

#### **FRBR**

Covered in TLC/CARL Development.

#### **Ex-Comm Election**

The following representatives were elected to sit on the SASUG Executive Committee for the '20-'22 term:

Anne Hage . . . Group I

Andrea Dickson . . . Group II

Paul McCann . . . Member at Large

Toni LaPorte . . . Member at Large

Kimberly Schaaf . . . SASUG

### **NovelBranch – TLC Product**

The NovelBranch product was discussed. McCann questioned whether NovelBranch is weather-proof; Morse will ask the vendor.

### **New Business**

#### **Telecommunications – new 3-year contract**

Michellini reported that nine vendors replied to the RFP. The bids were reviewed and the committee recommends AT&T and Merit Network for the WAN libraries and Comcast for Highland and Milford. This recommendation is based on pricing and whether the vendor met the specifications as outlined in the RFP. Braden moved that **“The Shared System Executive Committee moves to recommend that TLN proceed with contract negotiations with Merit and AT&T for the majority of libraries on the WAN and Comcast for Highland and Milford.”** Seconded by Rutkowski. Motion approved (Yes: 9, No 0).

#### **SASUG Remote Voting**

Dickson and Schaaf reported that there was a question as to whether chat votes could be allowed during remote SASUG meeting attendance. The bylaws are not specific, but were set up pre-pandemic to accommodate a handful of attendees. McCann suggested this question be taken under advisement.

#### **Auto-renewal and statistics**

Auto-renewal began today. Inman will be keeping statistics for auto-renewal separately from circulation. Braden reported that the state suggests counting auto-renewal as circulation. McCann stated that if renewal statistics are kept separately they can always be added in later.

#### **Billing formula – 2021-22 Initial Discussion**

McCann reported that the pandemic has thrown off the data that will be used for the billing formula for SAS member libraries. Adjustments will need to be made to take this into account. A decision does not need to be made until next summer.

#### **Future Planning**

##### **Current Situations Overview**

No reports.

**Reopening updates**

Dexter will open for browsing and computers on October 12.

**Other items from Committee members**

No reports.

LaPorte moved to adjourn the meeting at 3:12 pm. Seconded by Martin. Meeting adjourned (Yes 9, No 0).

Respectfully submitted,  
Hilary Savage

Next Meeting: November 5 at 1 pm