Shared Automation System Users Group
Executive Committee Meeting Minutes
October 7, 2021 – 1:00 pm -- Virtual Meeting

I.   Call to Order
Chair McCann called the meeting to order at 1:00 pm.

Members Present: Andrea Dickson (WIXM), Toni LaPorte (LVCC), Alyson Lobert (COMM), Paul McCann (DEXT), Carrie Ralston (WALL) (arrived 1:09, left 1:54), Ed Rutkowski (BRIT), Martin Smith (REDF).
Members Absent: Anne Hage (HTWD), Hilary Savage (BELL)

Others Present:
Guests: John Inman, Angie Michelini, Celia Morse, Anne Neville, Rita VanBrandeghen

II.   Approval of Agenda
The agenda was amended to add New Business A. Go Lost Question from jude halloran. Motion to approve the agenda as amended was made by Lobert, and seconded by LaPorte. The motion passed unanimously (Yeas: 6; Nays: 0; Absent: 3).

III.   Election of Officers
Motion **to nominate McCann for Chair and Dickson for Secretary** was made by LaPorte and seconded by Rutkowski. The motion passed unanimously by roll call vote.

Yays: Dickson, LaPorte, Lobert, McCann, Rutkowski, and Smith.
Nays: None.
Absent: Hage, Ralston, Savage

IV.   Meeting Dates/Times 2021-2022
Committee will continue to meet virtually on the first Thursday of the month at 1 pm. McCann suggested members think about whether the Committee would like to meet in person once or twice per year.

V.   Approval of Previous Meeting Minutes
McCann called for any changes to the previous meeting minutes. McCann noted the first and seconds for Approval of the Agenda needed to be added. Dickson noted her name was misspelled. The motion to approve the minutes as amended was made by Rutkowski and seconded by LaPorte. The motion passed unanimously with two abstains (Yeas: 4; Nays: 0; Absent: 3; Abstain: 2).

VI.   Reports
A.   Budget
Neville presented the budget expenditures report through August. Anne discussed the printing line that was slightly over budget and Rick may make additional adjustments for end of fiscal year. Paul asked if budget is line item or by section. Anne replied that the budget is section based.

B. TLN Board Meeting

McCann asked if reports could be moved to the beginning of the agenda. Celia stated New Business was moved some time ago in the event a Board member had to leave early. The September meeting was longer than normal. Meetings are hybrid format and will be held temporarily on the 4th Thursday of the month at 12 pm. The Board approved Morse's contract, the subscriptions contract extension, and the Marcive extension. The Board also adopted the new budget and approved amendments to the current fiscal year budget. A new Board member will be appointed at their October meeting to replace Joe Rozell.

C. CARL Update

Neville reported that the password change went well. There was an issue last Sunday with a database error preventing staff from logging in. CARL fixed the problem before any libraries opened. TLN is looking at the latest software release on the test server and identified one item of concern.

D. Technology Services Update

Michelini reported that the business office is busy sending out annual renewal invoices for services. The CrowdStrike installation went smoothly. McCann inquired if bills will continue to be sent by both email and delivery. Michelini will follow up with Rick Rosekrans.

VII. Unfinished Business

A. TLC/CARL Development

Morse reported that she has been doing a lot of testing on the new release and renewals are behaving as stated, with items with holds renewing as long as there are eligible copies in the system. If there is an item level hold the item will not renew. Improvements to CARLConnect include the addition of consistent charge/discharge notes, patron notes, and patron statuses between web- and desktop-based systems.

B. FRBR

Morse stated latest release of FRBR will include a series statement in the results list (i.e. Twilight). Morse discovered that when conducting a subject search, many titles appear as part of non-fiction publisher series. She thought this results in a lot of clutter without a lot of value because they do not link to anything. It is also an issue for classics. Series statements appear in 6 MARC fields so it is not something easily removed. Morse believes CARL should allow the series display to be turned on and off. For now, the Committee felt it would be okay since it does not affect search results and it was worth still upgrading to the new release for the holds feature.

C. Database Security

Neville provided an overview of TLN Shared System security measures. TLN staff reviewed internal systems and external vendor policies. Additional time for questions will be available at the next meeting.

VIII. New Business
A. Go Lost Question from jude halloran

jude halloran contacted McCann asking if 21 days for items to go lost was too long or too short with autorenewal and fine free libraries. Neville shared that there is a new option in the upcoming CARL release for blocking patrons. The new feature includes the ability to block an account after a specified number of days after an item becomes overdue. Currently patrons are blocked if there is a lost item, a patron account is over the fine threshold, or there are too many overdue items. Neville stated that changing the go lost timeframe is not a simple change because it affects several other functionalities. The new feature is a universal setting for all shared system libraries. McCann will follow up with Highland.

IX. Future Planning
A. Current Situations Overview
Construction has started on a drive thru at Redford. Dexter and Wixom held their first Friends of the Library used book sales.

B. Reopening/Closing Updates
No discussion.

X. Other Items from Committee Members
No discussion.

XI. Adjourn
Motion to adjourn the meeting made by Rutkowski, seconded by LaPorte. The motion passed unanimously (Yeas: 6, Nays: 0, Absent:3).

The meeting adjourned at 2:32 pm.