

**Shared Automation System Users Group  
Executive Committee Meeting Minutes  
September 2, 2021 – 1:00 pm -- Virtual Meeting**

I. Call to Order

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

Members Present: Patty Braden (ROMS), Andrea Dickson (WIXM), Anne Hage (HTWD), Toni LaPorte (LVCC), Paul McCann (DEXT), Ed Rutkowski (BRIT), Hilary Savage (BELL) (arrived 1:06), Kimberly Schaaf (OAPK), Martin Smith (REDF).

Others Present:

Guests: Steven Bowers (left 1:21), Jim Flury (left 1:50), Angie Michelini, Celia Morse (arrived after contract discussion), Anne Neville, Rita VanBrandeghen (left 1:23)

II. Approval of Agenda

The agenda was amended to move the discussion of Celia Morse's contract renewal from New Business to after the approval of the previous meeting minutes. Motion to approve the agenda as amended was made by LaPorte, and seconded by Dickson. The motion passed unanimously (Yeas: 8; Nays: 0; Absent: 1).

III. Approval of Previous Meeting Minutes

A. McCann called for any changes to the previous meeting minutes. Smith suggested changing the wording of Unfinished Business C. Purchase of CARL Self-Check Module to read "maintenance cost to **SAS member** libraries". The motion to approve the minutes was made by Smith, and seconded by Braden. The motion passed unanimously (Yeas: 8; Nays: 0; Absent: 1).

IV. (VI. New Business, Item B) Celia Morse Contract – Second Renewal

TLN Executive Director Steven Bowers presented the proposed contract renewal for Celia Morse, which would extend the contract through March 30, 2022. The contract describes the distribution of her duties to be 50% CARL.Connect Discovery FRBR Catalog, 25% CARL.Connect software, and 25% CARL.Connect Circulation, Reports and Contractual Obligations. Bowers recommended a 3% increase in wages, as Morse hasn't received an increase in quite some time.

Motion to **recommend to the TLN Board of Trustees to approve the renewal of contract** was made by LaPorte, and seconded by Dickson. The motion passed unanimously by roll call vote.

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

V. Reports

A. Budget

Neville presented the budget expenditures report through July. TLN is not expecting to make any last-minute purchases for the rest of the fiscal year. Michelini stated that

CrowdStrike will be paid this fiscal year. There will be no increases to staffing charges as a result of the new hire because it was included in the budget.

B. TLN Board Meeting

Bowers reported that the August meeting was held at Belleville. Trustees Wollenweber and Cardenas were reappointed to the board and Trustee Rozell officially resigned. There were no new nominations for the vacant seat, but the Board has a candidate in mind. The Board is working on a new nomination form and an annual form for board members to record their skills and knowledge in order to identify gaps. The Board also approved an additional coating and increased price for the TLN garage floor.

C. CARL Update

Neville reported that new CARL passwords will take effect at the end of September. TLN is participating in calls with CARL on FRBR. John Inman's monthly statistics reports can be downloaded in excel if the file extension is changed when saving. Morse reported that the catalog will upgrade to FRBR on Tuesday, September 7 at 8 am. An easy transition is expected. The catalog will be unavailable intermittently on Labor Day for some regular updates.

D. Technology Services Update

Michelini reported that technology services staff are very busy with CrowdStrike installations – some can be done remotely, some must be done in person. The department is finalizing annual renewals and submitting POs to all of the vendors that TLN works with.

VI. Unfinished Business

A. TLC/CARL Development

Morse reported that the new release will renew items with holds as long as there are eligible copies in the system through both patron-initiated and auto- renewals. 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 that once the FRBR catalog is live, libraries will begin to notice incorrectly-grouped items. Foreign-language titles are currently appearing very high up in the list – but will be “de-boosted” in the next release. Releases occur twice a year; the next release will be available in January.

C. Database Security

Neville reported that TLN is currently gathering information, and will meet within the next month. They hope to have a report available in October.

D. By-Laws Change – Ballot Results

Schaaf reported that the by-laws wording change was approved by member libraries with 20 yea votes in favor of the change and none opposed. Only a simple majority was needed.

E. Ex-Comm Election

Schaaf reported that there were 1 nomination each for Group 3 and Group 4 and three nominations for the two at-large member positions open. The ballot due date will be Friday, September 17.

VII. New Business

A. Authority File Maintenance and Ongoing Authorities Processing of Bibliographic Records Contract Award Recommendation

Flury presented TLN's recommendation for the authority file maintenance and ongoing authorities processing of bibliographic records contract. Of the three companies approached, bids were received from Backstage Library Works and Marcive, Inc. TLN recommended that the contract be awarded to Marcive due to their lower cost proposal as well as the level of satisfaction with the service this vendor has provided.

Motion by Rutkowski that **The Shared Automation System Executive Committee recommends The Library Network Board of Trustees award the contract for Authority File Maintenance and Ongoing Authorities Processing of Bibliographic Records to Marcive, Inc., 12100 Crownpoint Dr. #160, San Antonio, Texas 78233-5367. Cost to be included in the Bibliographic Database Services Department annual operating budget.** Seconded by LaPorte. The motion passed unanimously in a roll call vote.

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

VIII. Future Planning

A. Current Situations Overview

The state of in-person programming was discussed.

B. Reopening/Closing Updates

No discussion.

IX. Other Items from Committee Members

No discussion.

X. Adjourn

Motion to adjourn the meeting made by Dickson, seconded by Braden. The motion passed unanimously (Yeas: 9, Nays: 0).

The meeting adjourned at 2:00 pm.

Respectfully submitted,

Hilary Savage