

## Shared Automation System Users Group

Executive Committee – Meeting Minutes

Virtual Meeting

June 4, 2020

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

Members Present: Paul McCann (DEXT), James Lenze (GARC), Anne Hage (HTWD), Martin Smith (REDF), Patty Braden (ROMS), Toni LaPorte (LVCC), Ed Rutkowski (BRIT), Alyson Lobert (WALL), Hilary Savage (BELL)

Members Absent: None

Others Present: Jenni Gannod (CLAW), Michael McCaffery (DBHS), Kim Oakley (ALPK)

Guests: Anne Neville (TLN), Angie Michelini (TLN), John Inman (TLN), Celia Morse (TLN-consultant).

McCann called for additions to the agenda. **Motion to approve the agenda as presented by LaPorte, seconded by Hage. Agenda approved (Yes 9, No 0)**

McCann called for approval of the May 7, 2020 minutes. **Motion to approve minutes as presented by Lobert, seconded by Lenze. Minutes approved (Yes 9, No 0)**

### Reports

#### TLN Board Meeting:

The Board approved a temporary telecommuting policy for TLN staff; approved the Telecommunications RFP; discussed Generator issues, details in Technology Services Update.

#### Carl update (ongoing performance):

There are no system performance issues. Morse has been conducting fill list trainings, and FRBR demo. SAS staff are permitted to work in-building, but those who are able will work from home. CARL-X new release (from mid-March) is still pending. A user password change is also pending since March.

ILS App integration is not expected to consume much TLN staff time. The only support provided is data over SIP. So far LIBRO is the only app so supported.

#### Technology Services Update:

Inkster is re-posting the director position. Their building is expected to have fiber connection ready by next week (week of June 8). Circuit upgrades ordered by 13 libraries will take effect between July 1 and July 15

Generator: expecting concrete slab for generator poured in next 2 weeks. Contractor is submitting documents for permit approval; still working to coordinate with Consumers Energy for natural gas line.

### **Future Planning**

Lobert summarized member survey responses. Most respondents are planning to open curbside service by June 15.

As far as known, delivery is ready to begin; no date yet set, likely June 8 or 9.

The conditions for hold notifications to resume were discussed. Consensus that this had to be decided by SASUG, and to call an emergency meeting of SASUG on June 11 on the question whether and when to resume available hold notifications. Inman expected that if TLN requested this by the afternoon of the 11<sup>th</sup>, it would likely be done on the 14<sup>th</sup> and operational on the 15<sup>th</sup>.

There are no known issues or concerns with reciprocity during staggered reopenings.

TLN has prepared the requisite policies, precautions, and PPE.

Library staff should know that drivers will not be interacting with people.

Members from libraries opening for curbside service June 8 (BRIT, GARC, REDF) were asked about their preparations. There was general discussion, including whether members are applying for PPE grants from the Library of Michigan (some are), and keyboard protection types.

Melcat startup was also discussed, noting RIDES delivery resumes next week. Queried what is TLN's plan if members process Melcat items.

**Smith motioned to adjourn the meeting at 2:29, seconded by Braden. Meeting adjourned (Yes 9, No 0)**

Respectfully submitted,

Ed Rutkowski

Next meeting: July 2 at 1:00 pm, online.