

**Shared Automation System Users Group**  
Executive Committee – Meeting Minutes  
Livonia Civic Center Library  
March 5, 2020

Chair Paul McCann called the meeting to order at 1:07.

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: None

Guests: Anne Neville (TLN), Angie Michelini (TLN), Rita VanBrandeghen (TLN Board)

Rutkowski proposed the agenda be amended to remove New Business item E: SASUG review of approved motions, as this document and a procedure to update it were approved by SASUG, and it has been posted on the TLN website. Motion to approve the agenda as amended by Lenze, seconded by LaPorte. Agenda approved (Yes 9, No 0)

McCann called for approval of the February 6, 2020 minutes. Motion to approve minutes as presented by Lenze, seconded by Braden. Minutes approved (Yes 9, No 0)

**Reports**

**Budget:**

Neville distributed the budget update through January 2020. Purchase of PCs scheduled for replacement is the reason for the disproportionate amount spent in the Equipment Purchases to date. Neville relayed a request from Rick Rosekrans that SASUG consider moving datamailer costs into the SAS operations budget. With all libraries now having paper notices sent only as a final resort the number of these has plummeted to about 2400 per quarter, (formerly that number were sent about every couple of weeks) and not worth the expense of invoicing libraries individually. ExComm will discuss and vote on recommendation at the next meeting.

**TLN Board Meeting:**

No report. The Board did meet.

**Carl update (ongoing performance):**

System upgrade is being tested, and so far working well. Upgrade is scheduled for overnight on March 17. System passwords will change on March 24.

### **Technology Services Update:**

Inkster had a soft opening event, but is not yet open to the public. TLN is setting up telecom and computers. A grand opening is scheduled for March 22. Donna plans to remain through the end of the month. New TLN switches are being configured and the last two Saturdays in March, after 7:00pm, are being considered for installation. A date will be confirmed by March 16.

The LVCC Noble branch circuit is slated for uninstillation by AT&T. They will credit for charges incurred while waiting for the circuit to be disconnected.

### **Unfinished Business**

#### **A. TLC/CARL issue progress**

**A. Neville/C. Morse**

No update.

#### **B. User profiles Committee**

**P. Braden**

Ex-Comm reviewed most recent draft of the Committee report. Suggestion to list Saline, St Claire Shores, and Royal Oak Twp libraries as the non-reciprocal TLN libraries.

#### **C. Auto renewal for items from SASUG**

**A. Neville**

CARL is setting the feature up on test server. Testing to follow. Discussion of the full participation question.

#### **D. Auto renewal for patron cards from SASUG**

**A. Neville**

No update.

#### **E. Generator progress – Novi site plan/commission**

**A. Neville**

Further roadblocks from the city. The building has two addresses. City wants it consolidated as one address with single electrical meter. Cost of compliance is about \$20,000. Vince Nash will be meeting with city on March 6. Committee recommends attorney attend any further meetings. Question: had an approval been granted before this item was raised?

#### **F. SAS Catalog and brief records**

**C. Morse/A. Neville**

Staff continue to work through list submitted by REDF as time permits. Jim Flury looking into changing procedures so as not to use brief records.

#### **H. Fine Free Data**

**P. McCann**

No update. McCann is still number-crunching.

#### **I. PDF to Excel conversions**

**P. McCann/J. Lenze**

Thanks to Lenze for the instructional video.

## **New Business**

### **A. New Claims Returned list**

**A. Neville/P. McCann**

The new report, Claims Returned by Branch is run weekly, and can be accessed during the workday on Wednesdays. Instructions to access the report are posted on the SAS webpage. It has 6 time intervals when an item will be reported. Library staff should not run the report themselves or the intervals will not work properly.

### **B. COVID-19 and SAS materials**

**P. McCann**

Discussion of plans and steps taken.

### **Other Items from Committee members**

None.

Braden motioned to adjourn the meeting at 2:40, seconded by Lobert. Meeting adjourned (Yes 9, No 0).

Respectfully submitted,  
Ed Rutkowski

Next meeting: April 2 at 1:00 pm, Livonia Civic Center Library.