

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

February 6, 2020

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

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

Members Absent:

Others Present:

Guests: Anne Neville (TLN), Celia Morse (TLN – Consultant), Angie Michelini (TLN)

McCann called for additions to the agenda. Rutkowski moved to change Unfinished Business – E to Review of staff cards. Motion to approve with change by LaPorte, seconded by Lobert.

Agenda approved (Yes 9, No 0, Absent 0)

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

Reports

Budget:

Neville distributed the October 2019 – December 2019 budget. The budget is progressing as expected. Mileage & Travel is high because of travel to Carl TLCU in October.

TLN Board Meeting:

McCann reported that the switch purchase was approved. There was discussion of upcoming changes to the Library Privacy Act regarding working with police agencies.

Carl update (ongoing performance):

The Carl version on the test server has been upgraded and is being evaluated. Neville asked if gender should be removed from TLN-supplied library application forms in light of the change to QSAC requiring the removal of the question. After discussion it was decided to add “O” for other to match Carl. It will be mentioned at SASUG to remove or cross out the question if using that form and wanting to maintain QSAC certification.

Technology Services Update:

Michelini reported there will be network downtime to install new switches that will result in all services hosted at TLN being unreachable. It will be scheduled for off hours and libraries will be informed beforehand.

INKS has hired Barbara Hawkins as their new director. She will start 2/17/20. Construction is moving forward and a soft opening is scheduled for 2/28/20.

13 libraries are upgrading circuit bandwidth effective July 1. Michelini is starting to draft the new data circuit/internet RFP.

Unfinished Business

A. TLC/CARL issue progress

A. Neville/C. Morse

The latest Carl release is being reviewed. Celia reports there are a couple improvements in Carl Connect, and no bugs have been encountered.

B. User profiles committee

P. Braden

Braden passed out guidelines prepared by the committee. A couple language changes were suggested by Ex-Comm. The guidelines will be discussed at the next SASUG meeting.

C. Auto renewal for items from SASUG

A. Neville

Had a kickoff call with Carl staff. Will be set up on the test server in the near future.

LaPorte left at 2:07.

D. Auto renewal for patron cards from SASUG

A. Neville

Morse reported that there are two options to use as far as last activity, Activity through staff client and Activity through SIP2 (downloadables and self-checks). She will check whether hoopla triggers SIP2 activity.

E. Review of staff cards

E. Rutkowski

The Circ Committee affirmed that cards can be issued at either residential or employing library, but not both. Documentation has not been updated. Rutkowski will bring up changing the documentation at the next Circ Committee meeting.

F. Generator progress – Novi site plan/commission

J. Pletz

Michelini reported that the generator should be delivered this month. It may be March before the concrete slab can be poured. The generator may be live by the end of March.

G. SAS catalog and brief records

C. Morse/A. Neville

Nothing new.

H. Fine free data

P. McCann

McCann continuing to refine data.

I. Fine fee library policies/procedures – closeout

A. Lobert

Lobert asked if this topic should appear on future SASUG agendas. It was decided that since we had months of discussion at SASUG without a motion, the topic should not appear on the agenda. Should a member present a motion, or offer to form a subcommittee to examine the issue, SASUG would proceed from there.

New Business

A. Monthly statistics – Excel from Matt Church BERK

P. McCann

McCann shared that he has been contacted by Matt Church about the possibility of having Carl monthly statistics posted by TLN in Excel format, to make further manipulation easier. Neville said that all reports are posted in PDF format, as the format is universal and not dependent on a specific software version to open and read. PDFs generally open in browser windows, rather than requiring additional software. Morse noted her review of other web sites and PDF is the standard for posting public information on the Internet. Data can be extracted from PDFs for use in Excel using Acrobat Pro (at a cost) or Foxit Reader (free). McCann volunteered to demo extracting data and posting to Excel at the next SASUG meeting.

Other Items from Committee members

Lobert motioned to adjourn the meeting at 2:55. Seconded by Hage. Meeting adjourned (Yes 8, No 0, Absent 1).

Respectfully submitted,

Martin Smith

Next meeting: March 5 at 1:00 pm, Livonia Civic Center Library