

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Virtual Meeting

May 7, 2020

Chair Paul McCann called the meeting to order at 1:03.

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

Members Absent: Patty Braden (ROMS)

Others Present: Judith Kozakowski (TLN)

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

McCann called for additions to the agenda. Motion to approve as submitted by Lobert, seconded by Lenze. Agenda approved (Yes 8, No 0, Absent 1)

McCann called for approval of the March 5, 2020 minutes. Motion to approve minutes with additional information about the new Claims Returned list by Lenze, seconded by LaPorte. Minutes approved (Yes 8, No 0, Absent 1)

Reports

TLN Board Meeting:

McCann reported that the audit was accepted; it was a clean audit. Pletz requested that he retire, but a date is not set. Kozakowski said the board wants to put a committee together with member library representatives for input on moving forward with replacing Pletz.

Carl update (ongoing performance):

Neville said library closures are being monitored and due dates are being extended. There was a Carl conference call where other customers discussed how they are handling prolonged closures. There are a couple non-Carl software products to help with curbside pickup. Inman is looking into them.

Technology Services Update:

- a. Generator

Michelini reported that she spoke to Nash today and we just got the permit to pour the concrete slab. The generator is at TLN. The city of Novi still has to approve drawings combining two electric meters into one before installation can proceed.

INKS has a board member as acting director.

Michelini had previously shared via email a Telecomm RFP for the period of 7/1/2021 through 6/30/2024. There are no substantive changes to services previously contracted for. Smith moved that **The Executive Committee of the Shared Automation System Users Group recommends to the TLN Board that the Telecomm RFP for 7/1/2021 through 6/30/2024 be accepted and posted for bids.** Motion seconded by Lobert. Motion approved (Yes 7, No 0, Absent 2) - Hage left the meeting before this point.

Future planning

A. Current situations overview

- a. Staffing at TLN (furloughs, work at home, in-person work, etc.)

All staff are being paid, those that can are working mostly from home. A returning to work process is being worked on.

- b. Cleaning

No quarantining of items will be done at TLN as there is not enough space.

- c. Union issues

Kozakowski reported there are no issues and staff seem ready to get to work.

B. Reopening preparations

- a. Shared system restart issues and plan
- b. Delivery issues and plan for restarting
- c. Reciprocity during staggered reopenings
- d. Staffing plans/precautions
- e. Issues with delivery interactions at local libraries/procedures
- f. Surveying membership for concerns/questions
- g. Other issues

Nash emailed a delivery startup procedure. The first thing will be delivering what is currently at TLN and picking up items currently at member libraries.

Neville will be talking to Carl to get a greater understanding of system options.

Neville will look into ramifications of turning notices back on. It is not a library by library option.

McCann suggests using SASUG and/or questionnaire to gauge library readiness for reciprocity. Believes reciprocity should be a local decision, but notices and other system-wide setting could complicate that.

We discussed turning on patron initiated holds in the catalog. Currently it is only enabled at DEXT, and only for items at DEXT to be picked up at DEXT. The system is flexible enough to limit which libraries will allow holds on their items and limit to only for pickup at that library.

TLN delivery drivers will wear masks and gloves and practice social distancing. Morse shared results of a TLN survey that show that most libraries expect to be ready for some form of operation within two weeks of being able to have staff in the building. To gather more input for a plan to move forward a SASUG meeting (via web conference) will be scheduled for May 14.

C. Supply procurement

Rosekrans has been looking into TLN providing supplies for member libraries but reliable sources are hard to come by.

Other Items from Committee members

Rutkowski motioned to adjourn the meeting at 3:33. Seconded by LaPorte. Meeting adjourned (Yes 7, No 0, Absent 2).

Respectfully submitted,

Martin Smith

Next meeting: June 4 at 1:00 pm, Livonia Civic Center Library