

## Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

November 1, 2018

Chair Paul McCann called the meeting to order at 1:32.

Members Present: Paul McCann (DEXT), Lori Coryell (CHEL), Martin Smith (REDF), James Lenze (GARC), Toni LaPorte (LVCC), Amy Rosen (WHLK), Ed Rutkowski (BRIT), Patty Braden (ROMS), Anne Hage (HTWD)

Members Absent: None

Others Present: None

Guests: Jim Pletz (TLN), Anne Neville (TLN), Angie Michelini (TLN), Celia Morse (TLN – Consultant), Rita VanBrandeghen (TLN Board) Andrea Dickson (WIXM)

McCann called for additions to the agenda. Motion to approve by Coryell, seconded by Hage. Agenda approved (Yes 9 , No 0, Absent 0)

McCann called for approval of the October 4, 2018 minutes. Motion to approve minutes as presented by Lenze, seconded by Rosen. Minutes approved (Yes 9, No 0, Absent 0)

### Reports

#### Budget

Budget through September 30, 2018, was distributed to all. It is not final. Repair and maintenance is a little over; payroll and personnel is under. Repair and maintenance is over, due to additional maintenance we had to do with Sirsi Dynix, as well as payroll and personnel. Insurance and workers comp is under due to a credit we received. Overhead is not where we budgeted for.

**TLN Board Meeting** did not have a quorum, they discussed serial vendors.

**Carl update (ongoing performance):** CARL Reports training classes are all full. Next quarter training schedule will be posted. TLCU annual Conference starts Sunday in St. Louis. An upgrade is planned after TLCU at the end of November. There have been problems with patrons putting spaces in their barcode number. Also, for patrons picking up holds at other libraries, they will be spelling out the entire library name instead of the four letter library code.

#### Technology Services Update.

Angie is reviewing the Envisionware renewal and will be sending out annual renewal forms, hopefully by next week.

### **Unfinished Business**

#### **A. TLC/CARL post-migration**

**C. Morse**

Acquisitions problems resolved and is fully functional with the TLN vendors. Working on E-Resources and FRBR. John is working on syncing OverDrive records and checkouts syncing with My Account. Major item for discussion next week with CARL will be FRBR. Complicating everything is that we have no centralized purchasing/acquisition policies. Also need to discuss navigation options with them. Carl connect Circulation supplement to be released next year and will have the UDFs available for alteration.

#### **B. SAS By-Laws Committee**

**L. Coryell**

Amended by-laws were presented. Suggestions and corrections were made. Remote voting was discussed and it was decided to have the SASUG membership vote to approve or disapprove. A new TLN Mission Statement was drafted, and a discussion took place. It will be discussed again at the next ExComm meeting.

#### **C. Gibraltar/Flat Rock service contract**

**P. McCann**

Flat Rock has a new Director, Mark Prindville. Discussed contract patron profile and thresholds.

#### **D. MeL Temporary Bar Codes**

**M. Smith**

CARL requires barcode validation, therefore dropping the barcode validation is not an option.

### **New Business**

None

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

#### **A. ISP Diverse Circuit Proposal**

Discussion regarding investing in a new fiber circuit. Cost to be apportioned to all shared and non-shared system libraries. A vote was postponed until the next meeting.

#### **B. Celia Morse contract**

New contract parameters were discussed regarding Celia's contract. Rutkowski made a motion to extend her contract to December 31, 2019 with the total not to exceed \$45,000. Funds would be taken from deferred revenue account. Second by Lenze. Contract approved (Yes 9, No 0, Absent 0).

Coryell motioned to adjourn the meeting at 3:30. Seconded by Rosen. Meeting adjourned (Yes 9, No 0, Absent 0).

Respectfully submitted,

Toni LaPorte

Next meeting: December 6, 2018 at 1:30 pm, Livonia Civic Center Library