

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

October 4, 2018

Chair Paul McCann called the meeting to order at 1:31.

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)

Members Absent: Anne Hage (HTWD)

Others Present: None

Guests: Angie Michelini (TLN), Celia Morse (TLN – Consultant), Rita VanBrandeghen (TLN Board)

McCann called for additions to the agenda. Motion to approve by Lenze, seconded by LaPorte. Agenda approved (Yes 7, No 0, Absent 2)

Election of Officers

Smith and LaPorte nominated themselves for ½ secretary duty each. Braden nominated McCann for chair. Smith moved **“To elect LaPorte and Smith to ½ secretary each and McCann as chair.”** Motion seconded by Braden. Motion approved (Yes 7, No 0, Absent 2)

Meeting dates 2018-19

Meetings will continue to be held the first Thursday of the month at 1:30 at LVCC through December 2019. There will be no July meeting as the first Thursday is July 4th.

Coryell arrived at 1:38.

McCann called for approval of the September 6, 2018 minutes. Motion to approve minutes as presented by Rutkowski, seconded by Rosen. Minutes approved (Yes 8, No 0, Absent 1)

Reports

Budget:

No report.

TLN Board Meeting:

Morse reported the board approved the 2018-2019 fiscal year budget. Kim Potter has been replaced by Deb Green on the board. Repaving the parking lot was approved and the cost

should be shared by TLN and the landlord, in the form of reduced rent. The lease should be extended 10 years from the current expiration, bringing the date to 2031. The generator proposal was discussed. The Symantec anti-virus and storage area network purchases were approved. 2 new delivery trucks were leased, replacing older trucks.

Carl update (ongoing performance):

Morse reported that the catalog issues from the past few days relating to enhanced content were due to the TLC server hosting enhanced content. The MeLCat load has finished. Rutkowski asked about a link to MeLCat in the catalog and Morse said it is on the to-do list.

Technology Services Update:

Michelini reported that Al Negaran will be retiring from the Technology Services team. She reported that the TLN Board voted to accept a backup generator proposal from Haddix Electric Co., in an amount not to exceed \$60,000, before the Ex-Comm requested site plan was completed. Lenze moved “To endorse the board decision to proceed with the Haddix Electric Company proposal for a backup generator in an amount not to exceed \$60,000, to be paid from the Shared System Capital Reserve Fund.” Rutkowski seconded. Motion approved (Yes 8, No 0, Absent 1)

In July there was a day where Internet connectivity was on again off again for a while for all WAN sites. Michelini has discovered the problem was an AT&T failure with the handoff to Merit (who provides Internet). She is investigating the option of a second handoff point and will meet with Merit and AT&T to try to work out a monitoring protocol so issues like that don’t drag on so long.

Braden mentioned problems with TLN’s email provider. Michelini acknowledged there have been many issues with TLN’s email provider regarding slowness, SPAM, and lists. Michelini has been working with the provider to fine tune the SPAM blocker but many issues continue. Michelini will start to talk to other providers.

Unfinished Business

A. TLC/CARL post-migration

C. Morse

McCann distributed a **Carl items – progress/priorities** document that was put together with Morse. Morse provided status updates on the items noted.

Morse reported that patron submissions to Unique Management resumed 2 weeks ago. The test FRBR catalog has been set up and Rosen was given an advanced preview. Rosen reports it’s looking good but does need fine tuning. Neville is looking at reports setup.

B. SAS Philosophy/Mission

P. McCann

McCann reported that Andrea Dickson will spearhead a look into this.

C. Gibraltar/Flat Rock service contract

P. McCann

McCann heard from Flat Rock. FLAT is billing \$65 per registered Gibraltar resident to Gibraltar. Gibraltar residents are being issued a standard FLAT library card. Morse suggests sending a letter to FLAT clarifying that cards should be processed as contract cards and that they are only good at FLAT. McCann said he will talk to Pletz about how to proceed.

D. SASUG meetings/voting

P. McCann

Coryell reported that there will be a SASUG sub-committee to review the issue and present scenarios to SASUG.

New Business

A. MeL temporary barcodes

M. Smith

Smith wondered if we might want to use a programming request to have Carl enable an off switch for barcode validation, as temporary barcodes add steps to an already lengthy processing procedure. Morse reported there is an option to turn validation off, but after the migration headaches caused by database inconsistencies TLN staff decided validation should be enforced. There was debate about the issue and it was agreed to digest the tradeoffs and discuss next month.

Other Items from Committee members

McCann proposed extending Morse's contract through November 1st, at which time he expects to have a longer-term proposal from Pletz. LaPorte motioned "To extend the consulting contract with Morse though November 1st, 2018." The motion was seconded by Lenze. Motion approved (Yes 8, No 0, Absent 1)

Coryell motioned to adjourn the meeting at 3:34. Seconded by Braden. Meeting adjourned (Yes 8, No 0, Absent 1).

Respectfully submitted,

Martin Smith

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