

Shared Automation System Users Group

Executive Committee – Meeting Minutes

Livonia Civic Center Library

September 6, 2018

Chair Paul McCann called the meeting to order at 1:30.

Members Present: Paul McCann (DEXT), Martin Smith (REDF), Andrea Dickson (WIXM), Ed Rutkowski (BRIT), Anne Hage (HTWD), Patty Braden (ROMS), Vanessa Morris (TAYL), Amy Rosen (WHLK), Holly Teasdale (LYON)

Members Absent:

Others Present: Lori Coryell (CHEL)

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

McCann called for additions to the agenda. McCann noted addition of Morse's contract under New Business. Motion to approve with addition by Braden, seconded by Hage. Agenda approved (Yes 8, No 0, Absent 1)

McCann called for approval of the August 2, 2018 minutes. Motion to approve minutes as presented by Dickson, seconded by Teasdale. Minutes approved (Yes 8, No 0, Absent 1)

Reports

Budget:

Neville distributed the Shared Technology Services budget for 10/17 thru 7/18. There is nothing out of the ordinary to date. McCann noted that phone and workers comp were notably underspent to date.

TLN Board Meeting:

McCann reported the board discussed the returning member policy. No other notable business.

Rutkowski entered the meeting at 1:38.

Carl update (ongoing performance):

Neville reported that there will be a new client tomorrow morning that will enable resumption of Unique Management collections and lock down item maintenance editing to own items. The FRBR catalog will be installed on our test server mid-month.

Work on open tickets is continually prioritized and reviewed.

Technology Services Update:

Michelini reported that CHEL's circuit upgrade has been completed, finalizing the upgrades for the telecomm contract started 7/1/18. The first membership telecomm bills should be out soon.

She has been reviewing/processing the renewals for member services (OpenDNS, TLN computer contract support, etc...).

Unfinished Business

A. Inkster

Michelini has visited the temporary location, now open. They recently hired 1 part-time librarian assistant. The permanent location opening has been pushed from May 2019 to August/September 2019. TLN delivery has resumed.

A. Michelini

B. TLC/CARL post-migration

Morse explained a little about how FRBR works. TLN will be the first FRBR beta site. Carl Connect Circulation should be ready in January. It will allow merging of patrons.

The cause of the unexpected crash on 8/31 is still unknown. After running offline, TLN should be notified. TLN is working to update the offline procedure documentation. Files created 8/31 were processed even if TLN was not notified.

MeLCat has resumed and updates are being sent to the SASUSERS list.

C. Morse, A. Neville

C. SAS Philosophy/Mission

Dickson will continue to work on this.

A. Dickson

D. SAS Incentives/Returning members

McCann's proposal was discussed at SASUG and received favorably.

Motion by Braden to "Recommend to the TLN Board the following guidance when negotiating the return of former members of the Shared Automation System. 1) Former SAS members may seek to rejoin at any time. 2) Former SAS members who have left the system shall not qualify for special, new member incentives for a period of 10 years. 3) During the first 5 years after leaving the shared system, any former SAS member library seeking to rejoin shall reimburse the capital reserve fund for the refund received upon exiting. 4) Reimbursement shall be on a sliding scale with 100% reimbursed if rejoining during the first year after exiting, 80% the second year, 60% the third year, 40% the fourth year and 20% during the fifth year of absence. 5) Former SAS members seeking to rejoin in year six and beyond are not required to reimburse the capital reserve fund. 6) During the first five years after exiting, returning members will be

P. McCann

required to pay 100% of all migration costs, data conversion and any overtime for TLN staff services.” Motion seconded by Rosen. Motion approved (Yes 9, No 0, Absent 0)

E. Renewal parameters in Carl

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Discussed at last SASUG and will be voted on at next SASUG.

F. Elections

A. Dickson

Ex-Comm elections are underway. To date 21 of 50 libraries have returned ballots.

G. Gibraltar/Flat Rock service contract

A. Neville/A. Michelini

FLAT director is leaving in November. We have no further information from Pletz. More information will be requested from Pletz.

New Business

A. Contract with C. Morse

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Contract ended 3 months after we went live on Carl. Will get proposal from Pletz at next Ex-Comm meeting.

B. Symantec Endpoint 3-year contract renewal

A. Michelini

Smith mentioned to consider using free built-in Windows solution in the future. Michelini said she would consider that and other products for the next contract.

Motion by Rutkowski that “The Shared Automation System Executive Committee recommends to The Library Network board the renewal of 2,474 Symantec Endpoint licenses in an amount not to exceed \$48,000. Funds to come from SAS Capital Reserve Fund.” Motion seconded by Dickson. Motion approved (Yes 9, No 0, Absent 0)

C. SAN (storage area network) project

A. Michelini

Michelini explained this is a scheduled replacement of our current SAN and had been earmarked to come from SAS Capital reserve. As it is shared by SAS and TLN both parties split the cost 50/50.

Motion by Smith that “The Shared Automation System Executive Committee recommends to the TLN board contracting with Avalon Technologies, Inc. in an amount not to exceed \$40,000 in the 2018/19 fiscal year. Funds to come from SAS Capital Reserve Fund.” Motion seconded by Rutkowski. Motion approved (Yes 9, No 0, Absent 0)

D. Back-up generator/UPS support

A. Michelini

As it is nearing time to replace the current UPS batteries, with a 4 hour run time, Michelini presented 2 options. One option is to replace the batteries and the other is to replace and

reduce the number of batteries, reducing run time to 1 hour, but adding a natural gas generator that would provide unlimited run time. Assuming TLN stays in the current building more than 5 years the added cost of the generator seems reasonable.

Motion by Rutkowski that “The Shared Automation System Executive Committee recommends that The Library Network board proceed with a city site plan for a generator at a cost not to exceed \$2,500, to be paid from the SAS Capital Reserve Fund. The purpose is to gauge whether the estimated cost of the generator can be adhered to or whether unexpected costs are likely.” Motion seconded by Teasdale. Motion approved (Yes 9, No 0, Absent 0)

E. SASUG – meetings and voting (Open Meetings Act)

Morse shared that the attorney currently advises that remote voting is allowed, with an audible roll call vote. It came up that if voting at SASUG were accepted, the SASUG bylaws would need revision. There was also discussion about the value of meeting peers in person and that making remote attendance easier could reduce physical attendance at meetings.

Many questions came up. Does roll call voting require bi-directional audio (and/or video)? Do we need better equipment (audio isn’t always the best at remote sites)? Would we require SASUG host sites to have adequate bandwidth? If the remote feed drops could we still vote? Should voting by proxy be explored?

Rutkowski exited the meeting at 3:25.

Micheleni will explore the options we have with our current GoToMeeting subscription (is phone-in available, concurrent users) and higher quality audio equipment.

The topic will be discussed further at a future SASUG meeting.

Other Items from Committee members

Braden motioned to adjourn the meeting at 3:31. Seconded by Hage. Meeting adjourned (Yes 8, No 0, Absent 1).

Respectfully submitted,

Martin Smith

Next meeting: October 4, 2018 at 1:30 pm, Livonia Civic Center Library