

Shared Automation System Users' Group (SASUG)

Virtual meeting: Thursday, May 28, 2020

9:30 am

Call to Order 9:32 am

Introductions were made in the chat box

Approval of Agenda – Motion by Garrett Hungerford (REDF) / Seconded by Patty Braden (ROMS)

Removal of d. in Unfinished Business due to Notifications being listed twice.

Approval of January 23, 2020 Minutes – Motion by Joan Rogers (WATE) / Seconded by Ed Rutkowski (BRIT)

Approval of May 14, 2020 Minutes – Motion by Paul McCann (DEXT) / Seconded by James Lenze (GARC)

System Update

Anne Neville, TLN

- Things are humming along, staff are working on Help Desk tickets. CARL is still deciding about holding the annual user conference in October in person or virtually.

Report from TLN Board

Paul McCann, Ex Comm Chair

- The temporary telecommuting policy was approved for TLN. Paul will send the template to the group. The delivery staff will be the first ones back in the building when allowed. The RFP was approved to seek a new contract for telecommunications. The generator project has been put on hold due to the pandemic. The next hurdle is getting construction personnel there to complete installation. TLN Director Jim Pletz is retiring in October. He will help with the transition to a new director. The Personnel Committee will post the position and then if no suitable candidates are found, they will hire a consultant.

Unfinished business:

1. Shared system restart planning and discussion

Alyson Lobert, SASUG chair

Paul McCann

Anne Neville

a. Holds

- **Ratify decision made at 5/14/2020 meeting to temporarily increase the hold notification timeframe from 2 to 24 hours. – Motion amended to move this to Continuing Business at future meetings while approving the timeframe change from 2 hours to 24 hours by Garrett Hungerford (REDF) / Seconded by Paul McCann (DEXT).**
- The amended motion was voted on and unanimously approved.
Motion passed. Yes=39, No=0, Abst= 0.
YES: ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SOGT, SPRI, TAYL, TREN, WALL, WATE, WAYN, WHLK, WIXM, WYDT
- Please notify TLN when you plan to reopen. Local item holds only for one week-let TLN know if you would like that parameter set for longer for your library. The Fill List in CARL Connect will be the most helpful for filling holds at your library. Nothing is absolute in CARL, so you may find some exceptions to the local hold rule. The CARL Connect Fill List cannot be printed, but staff can access it on their mobile devices while they are in the library. Email Celia Morse if you have questions. Anne will give every library access to the Fill List.

Minutes prepared by SASUG Secretary, Adrienne Breznau, Royal Oak Public Library

Phone: 248-246-3714 | Email: adrienne@ropl.org

b. Delivery

- Do not quarantine items in TLN delivery bins. Open a Help Desk ticket for delivery special instructions.

c. Notifications

- **Ratify decision made at 5/14/2020 meeting to temporarily disable coming due notice.**
- This vote was delayed to the June 2020 meeting.
- Hold notifications are dynamically sent if they are not part of the overnight batch.

New business:

1. Reciprocity

Paul McCann

- Every library will have to consider their customer service procedures when deciding to limit holds to local pick-up only. Hold limits are limited by patron type so they cannot be change individually by library without changing that library's patron type. Many of the shared system libraries are going to be doing local pick-up only.

2. Curbside pickup apps

Anne Neville

- Conversight.ai Libro, Patron Point, and Unique Management are the three main systems that have been explored by TLN libraries. Capria will demo their product at the Technology Committee Meeting on June 16, 2020.

Adjournment

**Motion to adjourn Jonathan Deahl (WATE) / Seconded by Donna Winter (LVCC)
Meeting adjourned at 10:52 am.**

Remote Attendance:

Adrienne Breznau (ROAK)
Alyson Lobert (COMM)
Amy Rosen (WHLK)
Andrea Dickson (WIXM)
Angie Michelini (TLN)
Anne Hage (HTWD)
Anne Neville (TLN)
Azita Frattarelli (RIVW)
Bonnie Holzerland (MDHT)
Brigitte Felix (TLN)
Bryan Lubzik (HMTK)
Carrie Ralston (WALL)
Casey Branch (SLYN)
Cathy Buehner (HIGH)
Celia Morse (TLN)
Colleen Tabaka (TAYL)
Don Priest (SOGT)
Donna Janke (HART)
Donna Winter (LVCC)
Ed Burns (FERN)

Ed Rutkowski (BRIT)
Edmond Richardson (PONT)
Garrett Hungerford (REDF)
Hilary Savage (BELL)
Holly Teasdale (LYON)
Jacqueline Seimer (OXFD)
James Lenze (GARC)
Jenni Gannod (CLAW)
Jenny Marr (FERN)
Jessica Wilhoite (ROMS)
Joan Rogers (WATE)
Jody Wolak (WAYN)
Jonathan Deahl (WATE)
Jude Halloran (HIGH)
Karen Schiller (SLYN)
Kathleen Philo (NORT)
Kathy Merucci (SLYN)
Kathy Mintus (HIGH)
Kim Oakley (ALPK)
Kim Poma (GARC)

Kimberly Schaaf (SPRI)
Laura Gramlich (WYDT)
Maggie Weddell (FERN)
Martin Smith (REDF)
Maryann Zurmuehlen (NOVI)
Matt Church (BERK)
Michael Cumings (FLAT)
Michelle Wloch (BELL)
Minni Shetty (AUBN)
Patty Braden (ROMS)
Paul McCann (DEXT)

Rachel Broadwater (SPRI)
Roslyn Yerman (MDHT)
Sandy Ruhmann (ALPK)
Sara Hodgson (WIXM)
Suzanne Street (TREN)
Tamara Sochacka (HMTK)
Teresa Natzke (FRAN)
Terri Lancaster (CHEL)
Tina Hatch (MILF)
Toni LaPorte (LVCC)

Postponed for future meetings:

1. Patron-Type Subcommittee report
2. FRBR demo
3. Auto renewal discussion
4. PDF conversion for TLN monthly reports demo

Kimberly Schaaf, Springfield Township
Celia Morse, TLN consultant
Garrett Hungerford, Redford
Paul McCann

Next Virtual Meeting:
Thursday, June 25, 2020
9:30 am