

## Shared Automation System Users' Group (SASUG)

Virtual meeting: Thursday, June 24, 2021

9:30 am

### MINUTES

Call to Order—9:31 am

**Approval of Agenda – Motion by Terri Lancaster (CHEL) / Seconded by Paul McCann (DEXT) to approve as amended with the addition of Item C in Unfinished Business and Item F in New Business**

**Approval of May 27, 2021 Minutes – Motion by James B Lenze (GARC) / Seconded by Jonathan Deahl (WATE)**

System Update

Anne Neville & Celia Morse, TLN

The change to the patron type formerly labeled Blind & Physically Handicapped to Accessibility & Outreach Svcs has been completed. The Gender field is being removed by CARL staff. Only the owning library can mark items Claims Returned or Claims Never Had. There have been a couple instances recently of borrowing libraries doing that, so please do not do that. Reminder about the new damaged item procedure-the item can be scanned in the return function to remove damaged status but the note must be manually removed. There was a self-check demo from CARL and if a library is interested in proceeding, please let TLN know. The demo was recorded and will be saved to the CARL documents page when it arrives. Let Celia know if you need the username and password to access the protected documents. There is also a CARL Connect staff refresher available in the CARL Connect Circulation Recordings section of the SASUG page on TLN's website. FRBR catalog data cleanup is happening right now. Book Club Kits are now just going to be Kits which will hopefully reduce inadvertent orders of those materials. Libraries currently using FRBR did not do much promotion and patrons adapted quickly.

Report from Ex Comm

Paul McCann, DEXT

Discussion about communicating FRBR catalog to patrons. The catalog is intuitive and does not change the overall structure so there may not need to be a big PR push. Recommendation for bylaws change to use the word "recommend" rather than "set" which will allow virtual meetings to continue. Recommended anti-virus software Crowd Strike to the group for purchase.

Report from TLN Board

Celia Morse, TLN

The next meeting will be Thursday, July 15 at noon at the TLN office. The board is required to meet in person in July. Any libraries currently allowing use of meeting rooms and willing to host the TLN Board, please let Steve or Judith at TLN know. Demo of the FRBR catalog. Currently one vacancy and another on October 1. Joyce Parker (Deputy State Treasurer) will be appointed. New TLN mission, vision, values. Approved purchase of anti-virus software. No timeline for in-person training at TLN.

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### Unfinished Business:

#### A. Hard Blocks and Overrides

Kimberly Schaaf, OAPK

This item will be voted on at the next meeting. Options are to leave as is (unlimited overrides) or revert to one override per day.

#### B. Staff Borrowing Privileges

Amy Rosen, WHLK

TLN staff updated the document to reflect CARL nomenclature and the updated Library Privacy Act. The new document will be sent to the SASUG email list.

#### C. Items That Count Towards Patron Holds

Anne Neville

CARL currently only counts holds that are in a patron's queue towards the hold limit. TLN ran a report by patron type and on the day of the report, only 30-40 patrons had more holds than the allowed limit per patron type. There are approximately 500,000 patrons in the shared system. No change recommended at this time.

### New Business:

#### A. Executive Committee Bylaws

Paul McCann

**Motion to recommend changing word in Article III, Section 3 from "set policies" to "recommend policies" and allow TLN Director Steve Bowers to consult with an attorney and put it on a ballot for a vote by TLN Member Library Directors by Garrett Hungerford (REDF) / Seconded by James B Lenze (GARC)**

The motion was voted on and unanimously approved.

Motion passed. Yes=33, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, COMM, DHTN, FERN, GARC, HART, HTWD, LVCC, LYON, MDHT, NOVI, OAPK, OXFD, PONT, REDF, ROMS, ROAK, SYLN, SOGT, TAYL, TREN, WALL, WATE, WAYN, WHLK, WIXM, WYDT

#### B. TLN Notification Language

Terri Lancaster, CHEL

**Motion to remove quarantine/COVID language from TLN notifications by Patty Braden (ROMS) / Seconded by Jonathan Deahl (WATE)**

The motion was voted on and unanimously approved.

Motion passed. Yes=34, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, COMM, DHTN, DEXT, FERN, GARC, HART, HIGH, LVCC, LYON, MDHT, NOVI, OAPK, OXFD, PONT, REDF, ROMS, ROAK, SLYN, SOGT, TAYL, TREN, WALL, WATE, WAYN, WHLK, WIXM, WYDT

#### C. Credit Card Usage/CARL

Terri Lancaster

CHEL is fine-free but had questions about paying patron accounts through CARL. SASUG members shared their experiences using various credit card readers at their libraries.

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### D. Driver License Scanning

Garret Hungerford, REDF

All new State of Michigan licenses have 2D barcodes on the back which allows special scanners to automatically fill in patron data in the registration form. Staff at REDF purchased scanners from BayScan Technologies for \$230/scanner. The features were demonstrated, and a survey will be sent to gauge interest for a possible discounted bulk purchase through TLN. Andrea Polsgrove (TLN) will test the driver license scanning feature in CARL Connect and report back at the next SASUG meeting.

### E. COVID-19 Updates/Discussion

Kimberly Schaaf

Everyone is happy to be open again.

### F. Juneteenth

Terri Lancaster

Discussion about what libraries may be closing next year to observe the new federal holiday.

## Adjournment

**Motion to adjourn by Terri Lancaster (CHEL) / Seconded by Jonathan Deahl (WATE)**

**Meeting adjourned at 11:12 am.**

### Next Meetings:

July 22, 2021 / 9:30 am – Virtual

August 26, 2021 / 9:30 am – Virtual

### Remote Attendance:

Adrienne Breznau (ROAK)

Alyson Lobert (COMM)

Amy Rosen (WHLK)

Andrea Dickson (WIXM)

Andrea Polsgrove (TLN)

Anne Hage (HTWD)

Anne Neville (TLN)

Bonnie Holzerland (MDHT)

Brigette Felix (TLN)

Carolyn Smith (DHTS)

Carrie Ralston (WALL)

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)

Jaema Berman (ADDI)

James B Lenze (GARC)

Jessica Wilhoite (ROMS)

Jody Wolak (WAYN)

John Inman (TLN)

Jonathan Deahl (WATE)

Karen Schiller (SLYN)

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Kathleen Mintus (HIGH)

Kim Oakley (ALPK)

Kimberly Schaaf (OAPK)

Laura Gramlich (WYDT)

Martin Smith (REDF)

Maryann Zurmuehlen (NOVI)

Matt Church (BERK)

Minni Shetty (AUBN)

Pam Quackenbush (LYON)

Patty Braden (ROMS)

Paul McCann (DEXT)

Sandy Ruhmann (ALPK)

Suzanne Street (TREN)

Teneia Combs (REDF)

Terri Lancaster (CHEL)