

AUTOMATED SERVICES COMMITTEE
May 22, 2001

PRESENT (voting): John Cirrin(APLM), Nancy Pieri (BETH), Richard Naylor (COLN), Pat Nonamaker (EGRN), Carol Hamblin (GUIL), Sharon Hodges (PTRB), Judy Felsten (RCSC), Barbara Kubli (STEP), Karen Nuckolls (UHLS), Gail Sacco (VOOR)

(Non-voting): Rawdon Cheng, Sara Dallas, Robert Jaquay, Amy Maurer, Phil Ritter

9:00 AM Meeting called to order by Philip Ritter, Chair

I. MINUTES

Minutes of the April 24, 2001 meeting accepted as presented.

II. RECYCLING OF EQUIPMENT

Report by C. Hamblin. She noted that Waste Management in Schenectady will recycle computer equipment. Items can be taken to their site for free, except for monitors. There is a fee for a pickup service. Contact Peter Bennison, 377-9900.

P. Ritter distributed information about Service Environmental Electronics Recycling of NY, a company on State contract, who will recycle used computer equipment.

III. AUTOMATION POSITIONS

P. Ritter reported that to-date there are 38 applications for the Technology Specialist position and 5 for the Training Specialist position. He noted that the Technology applications do not have the educational background that we would like and it might be necessary to scale back on the requirements. Interviews have been scheduled: three for the Training position and six for the Technology position.

IV. STANDARDS SUBCOMMITTEE

Discussion. Consensus that this is not something that should remain on the ASC agenda. G. Sacco suggested that there should be a section on the Intranet where the standards would be listed as they are approved. N. Pieri will provide the information to Rawdon and Karen for posting on the Intranet.

V. AUTOMATION REPORT

K. Nuckolls highlighted features in her written report. She noted the following:

- # Merrimack Valley visit was disappointing because they have not been on *epixtech* very long and were not able to answer a lot of questions.
- # the visit to NOBLE (III) was successful
- # Claude has all of the libraries entered into the new Web2 Release 1.3a. Consensus that the libraries will test their policy files for one month and report at the next ASC meeting. K. Nuckolls noted that there is an ASC distribution list :
asc@uhls.lib.ny.us
- # the Union List of Serials for Capital Region libraries is now being loaded by CDLC.

- There had been a problem with III but it has been resolved.
- # the DRA software release 2.5-2 will not be loaded.
 - # she reminded the libraries that they should notify her regarding any changes in their Summer Hours for the calendar in UHLAN.

VI. VENDOR EVALUATIONS AND SITE VISITS

Report by R. Naylor. He summarized some of the findings but will present a written compilation for both the hands-on demonstrations and the site visits.

- # From the hands-on demonstrations:
 - ? III is easier to use, more intuitive but epixtech is more customizable
- # From the site visits:
 - ? there are still many questions regarding both systems that were not answered on the site visits;
 - ? there are some additional costs with III such as review files that are needed in order to save some of the Reports; ("review file" = space that is purchased on the vendor's system, it contains a template of report designs)
 - ? epixtech seems like a flexible, open system but a programmer would be needed for the customization;
 - ? III is a closed, turnkey system. The vendor keeps the authority to make certain changes to the system.
- # The evaluators all felt that III was a better system: easier to use and easier to train on. They recommend considering it, but with reservations. There is a bandwidth consideration that still needs investigation.

Consensus that both III and *epixtech* should be asked to return for further hands-on review by the people who went on the site visits and were involved in the first demos.

MOTION: J. Felsten moved that the evaluation team members should be the primary ones to arrange and shape the return visits of the two vendors. However, there should be opportunities for other staff members to observe the demonstrations. N. Pieri second. Unanimous.

Further discussion - it is expected that the evaluation team members will be able to make a vendor recommendation at either the June or July ASC meeting.

R. Naylor will compile a list of questions for the vendors which will be sent to them prior to the demonstrations.

Discussion regarding equipment needs. P. Ritter noted that there will be a financial impact on all of the libraries due to the need to purchase new equipment. Both systems recommend Windows 2000 and NT for staff workstations.

G. Sacco will chair a subcommittee to investigate funding sources for the new equipment. J. Felsten and B. Kubli are the other committee members. G. Sacco asked R. Cheng for a list of the equipment that the libraries will need.

VII. OTHER BUSINESS

R. Jaquay noted that the Albany County libraries have not yet received their County

funds because there is one library that hasn't submitted their Plan to the County. R. Jaquay will call the libraries' directors to determine whose report is missing.

G. Sacco noted an article in Technology Today magazine regarding the changes and improvements in e-books.

N. Pieri reported that Karen Schneider would be speaking at a BETH Friends meeting about internet filtering.

P. Ritter reported that he has been receiving requests for libraries for suggested courses of action regarding CIPA. He noted that there is no straight answer on this yet and his suggestion for the libraries is: Don't do anything. Don't overreact. The information is inconsistent. R. Jaquay noted that the Freedom Train listserv contains some CIPA information. Discussion regarding the usefulness of a CIPA discussion at the Directors Association meeting. The libraries need to have answers for their Boards and their public. P. Ritter will ask R. Baum to begin preparation on a presentation, and the Directors Association can discuss it at its meeting on June 1st.

10:30 AM meeting adjourned.

NEXT MEETING: Tuesday, June 26th at 9:00 AM at UHLS

Agenda:

1. Minutes
2. Automation Report
3. Report by R. Naylor on site visit and vendor demonstration evaluations
4. Report by G. Sacco on funding subcommittee
5. Report by P. Ritter on the automation positions
6. Initiate discussions regarding automation fee structure

Heidi A. Fuge
5/24/01

SCROLL DOWN FOR AUTOMATION REPORT

AUTOMATION SERVICES REPORT MAY 22, 2001

ACTIVITIES

- ? **Linkers inputting items sent to UHLS from CAST, SCHG & VAFL into UHLAN database. Almost finished with UHLS portions at VAFL**
- ? **SCHG is planning on circulating in June; linking continuing**

ANSWERED QUESTIONS FROM MEMBER LIBRARIES ON:

- ? **Beginning circulation on UHLAN (SCHG)**
- ? **Reports**
- ? **Usernames (EGRN)**
- ? **Policy files (BRUN; VAFL)**
- ? **Vendor Hands-on**
- ? **Site visits**

MEETINGS ATTENDED AND LIBRARIES VISITED

- ? **4/25: RAAC Meeting (Karen)**
- ? **4/26: Circ/ILLIG meeting (Rachel, Karen)**
- ? **4/17-18: UHLS for Hands-on demos (Rawdon & Karen)**
- ? **5/2: III site visit at NOBLE (Danvers, MA)**
- ? **5/8: SNLK for linking training (Karen)**
- ? **5/9: VAFL for linking training (Karen)**
- ? **5/16: NASS for linking training (Karen)**

SYSTEM MIGRATION

The site visit to NOBLE (North of Boston Libraries Exchange) at Danvers, MA proved to be very fulfilling, especially due to the honesty of staff replies on every aspect of their experience with III.

The member library representatives held a meeting the Monday after the visit to exchange impressions and thoughts about the visit and III. The same group is planning to meet soon after the upcoming epixtech site visit. This visit will take place on this Friday, May 18, in Andover, MA, at the Merrimack Valley Library Consortium (MVLC). I believe that Richard will be reporting on the hands-on demos recently completed.

Claude has been able to complete the inputting of all member library policy files into the test Web2, so it is now ready for libraries to experiment with. Is there a particular date that the committee would like this to commence?

RAAC MEETING

Karen attended a RAAC meeting at which the problem of loading the Union List of Serials into the regional online catalog was discussed. It appears that III has been dragging its feet in responding to pleas from CDLC to deal with this problem.

Jean Sheviak even brought UHLS into the picture, telling III that we were watching the resolution with interest. Finally, on May 14 I was told that some of the files had been loaded by III working with epixtech, and that more were on the way. I too had asked Charlie Carroll about the slow response to the above problem. Must of worked...

SOFTWARE RELEASE 2.5-2

I have received feedback from Richard Naylor regarding the enhancements of the 2.5-2 software upgrade. He doesn't think it is necessary to load it.

SUMMER HOURS

If there are any changes to your summer schedules, please let Karen know so that she can input them into each library calendar.