



PRESENT: Tim Burke (APLM), Nancy Pieri (BETH), Joe Makowiec (BRUN), Barbara Nichols Randall (GUIL), Joe Thornton (UHLS)

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

I. MINUTES

Minutes of the May 26, 2009 meeting accepted as presented.

II. FREQUENCY OF ASC MEETINGS

Committee members reviewed the APPENDIX I from the UHLAN Contract, specifically the section dealing with the number of meetings per year. There have been periodic discussions at the ASC meetings concerning the fact that the required 10 meetings per year (APPENDIX I) are not necessary. P. Ritter reported on his conversation with Jim Reilly, UHLS Trustee and an attorney, regarding any changes to the UHLAN contract. The current contract has 2 ½ years still to run. J. Reilly noted that there are three options:

- 1 - Make no changes in the current UHLAN contract
- 2 - All parties to the contract may informally agree to ignore selected sections of the contract (i.e. the section dealing with the number of meetings per year). There are precedents for doing this, but J. Reilly does not recommend it.
- 3 - The ASC could propose an amendment to the contract. This proposal would be sent to the UHLS Board for consideration and/or approval and then all contract signers must agree to the amendment/change. The full Board at each member library would have to approve such an amendment before it could go into effect.

REQUIRES UHLS BOARD ACTION

MOTION: N. Pieri moved to recommend that the UHLS Board approve an amendment to APPENDIX I of the UHLAN contract, in the section dealing with meetings. The first sentence of this section would be amended to read "The Committee will meet at least 6 times per year." T. Burke seconded, noting that it would be the responsibility of each library director to make sure that their Board understands and approves the amendment if the UHLS Board approves it. Unanimous.

P. Ritter noted that the next ASC meeting will be held on Friday, July 17th at 9:30 AM. This is the beginning of the change to all meetings being held on Fridays. He also noted that the August meeting, scheduled for Friday, August 21st, will have to be canceled. Now that the January and August meetings have been canceled, all other ASC meetings have to be held as per the current UHLAN contract.

MOTION: B. Nichols Randall moved to adjourn the meeting. N. Pieri seconded. Meeting adjourned at 9:20 AM.

Heidi A. Fuge
6/23/09

Automation Services Report June 23, 2009

Email domains

Automation Services is now prepared to support customized email domain names for the libraries (e.g. mail.rensselaervillelibrary.org), while continuing to host all email on the UHLS mail server. Some issues:

- We will move files and folders from one domain (uhls.lib.ny.us) to another (e.g. cohoespubliclibrary.org).
- The libraries will have to send us lists of all users who should be moved to the new domains. You can move all, some, or none of your accounts.
- If users wish to keep their UHLS domain accounts, they may not have an account in another domain. We don't have enough licenses, and the administration of lists and other mail functions would get too complicated if users were allowed to maintain multiple accounts. The exception would be for staff members who work in more than one library. They could have an account for each library they work in, but they would be responsible for managing their own lists.
- Libraries will need to register new domain names (e.g. rensselaerpubliclibrary.org) if they don't have them already. UHLS will manage and pay for this part of the project.
- To use the webmail client, you would go to your own domain name (e.g. http://mail.poestenkilllibrary.org) and it will look like the UHLS webmail client (http://mail.uhls.lib.ny.us/). To login you will have to enter your complete email address (e.g. jsmith@poestenkilllibrary.org).
- A message to 'uhlanusers' will continue to reach all users on our server, regardless of the domain names.
- We will forward mail from the old address (xyz@uhls.lib.ny.us) to the new one (xyz@yourlibrary.org) for a time determined by you, but we will encourage you (and help you) to notify your contacts about your new email address.
- You should consider the impact on current publications (websites, business cards, letterhead, etc.) where your library's email addresses appear.
- We'd like to do one or two libraries and let them use it for a short time before moving everyone who's interested.

System slowness

On June 2 we rebooted the Horizon server to apply a change that we made to the way Horizon writes to disks on our server. We discovered the availability of this Solaris (OS) option and asked SirsiDynix to review and approve it (or not). After they gave their okay we rebooted on a day when they were available to help fix any resulting problems. There were none. I've asked twice since then if the libraries have seen a noticeable improvement in response time or at least a noticeable decrease in extended periods of slowness.

The responses have been encouraging: no huge improvement in response time, but a significant drop in the number of slow periods. Summer – our busiest time – will be the real test, but we're optimistic.

Summer Reading Program

We did a lot of work to create, configure, and consult on the Summer Reading Program installations for the following libraries:

ALTM, APL, BERN, BRUN, CAST, COHS, COLN, GUIL, MEND, PTRB, RCSC, RENS, RVLL, STEP, WTVT

This project is the excellent work of John Love of BETH, who presented a workshop on the program and has modified it extensively to accommodate the requests of the participating libraries.

Also, we created a wiki ([http://www.uhls.org/wiki/index.php?title=Summer Reading Program](http://www.uhls.org/wiki/index.php?title=Summer_Reading_Program)) on the UHLS website to help support this project.

Networking support

Rawdon continued his invaluable on-site networking assistance at the libraries. A sample:

- Assisted RVLL to purchase the needed software and hardware to meet a May 31 deadline.
- BETH FIOS has some issues with Horizon clients. With only four clients running Horizon, the clients crashed or slowed to a crawl. Will investigate.
- Documented for the procedure for setting up member library domain names.
- APLM - conversed with Marcia about her new network layout.
- Finished GRAF Cisco router setup. Will go out there on Thursday, and stop by POES.
- Deployed Cisco router at GRAF. Had some problems with DSL modem but eventually got it to work.
- POES had unexplained wireless connection problem. It kept on dropping client connections. It is new and I hope rebooting the router will fix it.
- Set up network printer for NGRN. Will install the driver on Tuesday.
- Worked on BETH new network setup. It grows from getting a firewall to moving the entire library into Gigabit network. They're considering my suggestion to use wireless for staff/public in the near future while they must be separated. This is in synch with what I am working on for APL.
- Finished touching up RVLL public PCs with Time Limit Manger. Candy likes it a lot and hope Jonathan can finish the other 3 in a short time.
- Will work on NGRN public PCs to upgrade to Vista Business. May also be involved with fixing video card problem in its new PCs. It will be under warranty though.

Statistics

Because some of these reports are long, I'll just give the links to the *statistics* pages on our blog.

WebFeat: http://uhls.org/autosvcs/blog/?page_id=398
(includes May, 2009 and the total since 1/1/2008)

AquaBrowser: http://uhls.org/autosvcs/blog/?page_id=388

CatExpress: http://uhls.org/autosvcs/blog/?page_id=8

Notices: http://uhls.org/autosvcs/blog/?page_id=7

In addition, we've sent 12,940 'hold expiring' email notices since 1/1/09, and 49,096 pre-overdue courtesy email notices since 3/2/09 (as of 6/16/09).

Riverway

We made extensive changes to the *Riverway* website (www.riverwaystorytellingfestival.org) to prepare it for next year's festival.

ILS Migration Subcommittee

Evelyn Butrico has scheduled a demo of the OPALS ILS for the subcommittee on 6/29.

Monthly reports

We had a problem with the monthly *Circulation by Category* report. We ran it several times but it took an extremely long time to process even a few libraries. While we're working on the problem, you can get the same results by using the interactive

Circulation by Category report on the web reports page (<https://horizon.uhls.lib.ny.us/reports/>). Use the intranet username and password.