Governing Council Minutes – 8/16/2019

Sherburne Public Library

Welcome/Introductions - Tim Manwarren (Smyrna), Irene Murphy (Unadilla)

Items Stuck in Discard

We have been successful in removing several thousand items from DISCARD, however there are still several thousand that remain due to open bills. Many of the bills are for overdue fines and are in many cases less than $5 and have been on the records for 5 or more years. Brian Lee will work on a report in Blue Cloud Analytics to get a list of these fines so they can be dealt with. It was discussed that if a fine is over 6 years old then the patrons can no longer be held responsible for it.

CyberSecurity

With the recent Ransomware attack on Syracuse Public School System and the Onondaga Public Library System. It was brought up that library staff should be mindful of the possibility of Ransomware attacks and not to click on links that don't look quite right. 4CLS automation staff will never send an email that doesn't have an automation staff member name in the email (Jeff, Dan, Matt or Andreas) and will not address emails from "IT Staff". Also if the email has a link embedded in it, hover over the link with your mouse pointer - if it looks like gibberish text it is a good idea not to click on the link and just delete the email.

Ransomware attacks are very serious and cost thousands of dollars to restore operation to the computer systems affected. As the name implies usually these attacks request a ransom be paid to the perpetrator to remove the Ransomware. The FBI recommends to organizations affected not to pay the ransom because there is no guarantee the perpetrator will remove the Ransomware after the ransom is paid AND they may try it again a short while later. One solution is to restore systems from backups, which causes varying levels of data loss depending how far back you need to go to get a backup that was created before the Ransomware was installed on the system.

Shared Storage / Disaster Recovery Update

4CLS is continuing to work on this project. We are waiting for e-rate funding commitment to move for a higher speed connection to make the process quicker. We are also preparing for a Server and Server Operating System migration (scheduled for October 14th through 15th) as the next steps in this process.

Juvenile Fine Free Discussion / Schedule to finish up

Jeff hopes to have the rest of the member materials moved over to the new J Item Types by the end of September. UPDATE: Most BOOK Item Types have been moved over to the new JBOOK Item Type, and I continue to work on the rest of the materials. With the server migration occurring in October this is delayed, but I hope to have it completed by the End of October. As a last transfer I will perform one more transfer of materials that have been cataloged as non-J Item Types since I began moving these items to the new J Item Types. Member libraries that are processing Juvenile Items should feel free to use the new J Item Types when processing the items.

As a side note Norwich announced that they are going Fine Free for their YA items also. They have requested 4CLS to change this in the ILS as was done for Juvenile Items. 4CLS will look at doing this but it may be sometime in late 2020.

e-Rate FY 2019-2020

We are still waiting on our e-rate funding commitment from USAC for the bandwidth and Fiber upgrades for this fiscal year. We have proceeded with installations and upgrades where the cost after the upgrade is less than the previous cost. Spectrum has already installed the Fiber connections to those libraries getting connections from them. Once we receive funding commitment from USAC they will be making them live.

Ballot for Automation Fee 2020

As of the meeting 4CLS had received several of the ballots from members.

SMS Text Messaging

We currently have 11 member libraries participating in SMS Text Messaging for patrons. We are currently sending texts for Hold Pickup (3 times daily), Overdue Reminder's and Overdue notices.

New On-Line Library progress

Progress is moving forward with the member libraries that are barcoding their collections. Currently we have 2 remaining libraries that have not signed the automation contract (4CLS received the signed contract from Nineveh on Tuesday October 1st).

General Discussion

4CLS announced that it will try using GoToMeeting for the February 2020 meeting, so no one will need to travel to the meeting during the winter.

Attendence (In Person)

Jeffrey Henry (4CLS)
Connie Dalrymple (Norwich)
Carol Boyce (Vestal)
Colleen Law-Tefft (Sherburne)
Nancy Wilcox (Oxford)
Pat Parks (Stamford)
Emily Creo (4CLS)
Brian Lee (4CLS)
Sherry Kowalski (BCPL)
Jacie Spoon (BCPL)
Tina Winstead (Oneonta)
Dave Kent (Cooperstown)
Claire Ottman (Cherry Valley)
Joann Haberli (Hancock)
Tim Manwarren (Smyrna)
Deb Stever (Deposit)
Susan Rowe (Gilbertsville)
Stephanie Champney (Whitney Point)
Barb Potter (Hartwick)
Megan Schoales (4CLS)
Sarah Reid (4CLS)
Irene Murphy (Unadilla)

Attendence (online)
Ben Lainhart (JC)
Cher Douglas (Lisle)
Ramona Bogart (Afton)
Seth Jacobus (Endicott)
Susan Frisbee (Delhi)
Wendy Barckhaus (Franklin)
Beth Paine (Sidney)
Robin Avolio (South New Berlin)
Heather Johnson (Walton)