

**Automation Committee Meeting
November 28, 2017
Visalia Branch of the Tulare County Library
Approved Minutes**

Present:

Rebecca Adams, Tony Arellano, Faythe Arredondo, Smruti Deshpande, Heather Eddy (Kern), Yvonne Galvan, Dani Haas, Brian Martin, Mollie Roache, Gray Spate and Mary Ellen Tyckoson (chair)

Also Present: Kevin Nelson, Chris Wymer, Anne-Marie Montgomery

- I. The meeting was called to order at 10:03 AM by Mary Ellen Tyckoson.
- II. Introductions were made
- III. Adoption of Agenda – The agenda was adopted as distributed.
- IV. Comments from the Public - None.
- V. The minutes of September 26, 2018 were approved as distributed.
- VI. Projects for Discussion and Action

a. Horizon Upgrade 12/10/18 - Tyckoson

As with earlier upgrades, the upgrade will push out on first login – but the PC needs to be logged in as exec. Our upgrade person will start around 7:15 AM, and although they say prepare for it to take as much as 4 hours, if the past is an accurate predictor, we will be back up before 10 AM. This upgrade fixes a number of bugs and adds the auto renew feature. A number of the bugs relate to de-linking request functionality from HIP, so we may look into that again. Arellano asked when the borrower merge feature will be added. We think it's the next release, probably Q2 of 2019. (checked, it is Q3 2019) The Windows 10 bug that causes Horizon to freeze when switching between Horizon and other programs is still present in this release.

b. Auto-renew feature policy – Tyckoson

The way we think auto-renew will work was reviewed. After discussion, consensus was to make the system-wide default setting one automatic renewal. Members can request exceptions beyond the normal renewal rules, such as Kern not auto-renewing video with Kern CKO locations since there is a renewal fee. We'll let the dust settle on the upgrade before turning it on, with a target date of the first of the year. Kern is thinking that they won't advertise the feature, since not everything will auto-renew. Pre-overdue emails will still go out 3 days before an item is due. Only patrons with email addresses will be notified of the items that renewed. We need to see if the overdue renewal bug still exists in order to evaluate removing the overdue renewal restriction.

c. Minimum payment threshold for SmartPay – Tyckoson

We never implemented the two dollar minimum payment threshold that was discussed when we implemented SmartPay, and we get relatively few payments under \$1, around 300 in a year. While researching a Fresno patron routinely paying small fines individually, we found out the minimum threshold can be set by jurisdiction payment portal. There was some feeling that if there is going to be a threshold it should be uniform. If we ever go to BlueCloud Commerce there will a minimum payment because of the way processing fees are charged. We will put an action item on setting a minimum payment on the next Automation Committee agenda.

d. Blue Cloud Mobile – Tyckoson

The template development is done and the actual app development is now with Solus, We've had difficulty getting the Apple Developer Account that we need to get the app to the Apple store, but we think we're now close. Tyckoson will try to get an idea of the timeline. Once the test versions are available the System Office will probably set up a Skype session to train the designated local person to make changes to their app where needed. Haas noted that they couldn't find the demo app in the Amazon store (for Fire tablets). We'll check, but the only stores we know of for sure will have the app are Apple and Google Play (Android).

e. Status report on projects – Nelson/Wymer/Tyckoson

Nelson reported that the year 3 CENIC sites are being installed using routers from our surplus. We had problems getting approval for a model number change with the eRate people, but we are finally moving forward with purchasing new equipment. The computer/peripheral order has pretty much all arrived. Contact him if you still need to order. We can still order, but may not get quite as good of a price as when we do a large group order. Martin asked about getting additional branches on CENIC. We are still waiting for bid results for year 5 locations.

Wymer reported on Analytics training. He is working on putting together branch dashboards with data of general interest to branch managers.

Tyckoson has been thinking about our long standing agreements that aren't necessarily official "policy", like not placing multiple requests on other people books for book clubs. Everyone would like to see them documented, so we'll start with a sort of rules of etiquette, and see what we need from there.

VII. The next Committee meeting will be February 6, 2019 via Skype.

VIII. Announcements – Tulare Public is hiring a new librarian, if anyone knows someone who might be interested. Both Kern and Tulare Counties will be closed next Friday for staff training days.

There being no further business the meeting was adjourned at 11:14 a.m.