

**Automation Committee Meeting
December 15, 2021
Via Teams
Approved Minutes**

Present: Anthony Arellano, Smruti Deshpande, Yvonne Galvan, Dani Haas, Mary Jo Lawrence, Brian Martin, Kristie Pratt, Marisol Rodriguez and Chris Wymer (chair)

Excused: Rebecca Adams, Mollie Roache, Mike Drake

Also Present: Kevin Nelson, Logic Vang, Mark Lewis

- I. The meeting was called to order at 10:01 AM by Chris Wymer.
- II. Roll call was conducted.
- III. Adoption of Agenda – The agenda was adopted as distributed.
- IV. Comments from the Public - None.
- V. The minutes of November 17, 2021 were adopted as distributed.
- VI. Projects for Discussion and Action
 - A. Certification of the Need to Continue Virtual Meetings – Wymer
 1. Based on the recently issued indoor mask mandate, the committee voted to certify the need to continue meeting virtually.
 - B. Borrower Registration Standards – Wymer
 1. Wymer presented the revised borrower registration standards and asked the committee to review the changes. Pratt asked about handling addresses where the City/St field doesn't have an existing value, and whether that value should go on address line 3 or the next available address line field. Wymer noted that the guidelines for address were created by Mary Ellen, and because nothing has changed with these fields in Horizon, should still be accurate. Pratt then asked if we are supposed to still note the responsible party's name in address line 1. Wymer will add guidance to the registration standards.
 2. Wymer then provided an update on the borrower registration questions from the previous meeting about lost barcodes that are not replaced and phone notifications when the patron has more than one active phone in the borrower record. For lost barcodes that are not replaced, the guidance remains the same – note the lost date of the barcode and add an "L" in front of the barcode in barcode(ID). This combination allows Horizon to register that the barcode was reported as lost and prevents access to the borrower account if the lost card is not activated. For the phone notifications question, Wymer reported that the number Horizon calls is the phone number with the lowest ord value with notifications enabled.
 3. Pratt asked about the guardian fields, and whether they still need to be on the registration standards, since those fields were going to be hidden from new borrower registrations. Wymer will remove the guidance on these fields and add a reference that the fields only show on the edit borrower screen.
 4. Pratt then asked about the borrower PIN field, and whether it could be set as a required field. Wymer said he believed it was possible and will check if that change can be made.
 - C. Electronic Device Lending Guidelines – Wymer

1. Wymer presented the electronic device lending guidelines that were developed based on the discussions about ECF device lending from the previous meeting. Wymer drafted guidelines as opposed to a policy so there would be flexibility, and no one felt like they were forced to comply. Arellano suggested modifying the statement “Any SJVLS patron will be able to checkout electronic devices from any SJVLS member library..” to read “Any *adult* patron *in good standing* will be able to checkout electronic devices from any SJVLS member library...”. Wymer will update the guidelines to include the updated text.
2. Deshpande asked about having the devices fill requests, and if a member would be able to restrict their ability to fill holds. Wymer replied that these items will not fill holds outside the jurisdiction, but that the members could decide to allow patrons to request the items and pick them up at one of their locations if they desired.
3. Deshpande then asked about how we will manage CIPA compliance on these electronic devices. Martin shared that he purchased 3rd party software, Senso, to handle filtering and CIPA compliance, and that he would share the software information with the group after the meeting. Nelson noted that all devices provided by the library need to be CIPA compliant. Vang shared that he got an approach from Madera’s tech, and that any free solutions are not going to meet our needs. Martin also shared the costs of the filtering solution and monitoring software.
4. Wymer asked if it would be beneficial to investigate having the system office maintain the monitoring software subscription, so that each of the members wouldn’t have to maintain their own subscription. Pratt noted that Kern has an alternative solution and would want to opt-out of a system provided subscription. Martin noted that other solutions don’t meet CIPA filtering requirements. SJVLS will investigate the feasibility of a system-wide subscription for monitoring software.
5. Pratt asked about adding a statement to guidelines about all electronic devices being installed with CIPA-compliant filtering and monitoring software. Wymer will add that to the guidelines.

D. Status Report on Projects – Wymer/Nelson

1. Nelson provided an update on the PC order. The order has been placed, but delivery of items is random. Some items are coming in quickly, but others are severely delayed. This is a result of the supply chain issues facing every industry now. He encouraged members to plan further in advance for their technology needs to make sure items are received by the time they’re needed. Circuit installs are moving along, but we’re running into issues with AMS installs because of the supply chain. Nelson also provided an update on the recently discovered log4j vulnerability. He reported that none of SJVLS’s systems are affected by the vulnerability, and our network has been set up to reject any attempts to exploit it. In reviewing logs, it was discovered that there were several attempts to perform the exploit, but none of were successful.
2. Wymer didn’t have a lot to update. His time has been focused more on administrative tasks, including e-rating bookmobiles. He informed the committee that 5 applications were received for the Supervising Librarian position and interviews will be scheduled for January 5th. He’s also been working with SirsiDynix and the network staff to prepare a plan for the MSSQL migration.

VIII. Announcements

- A. Pratt shared that all Kern County Library branches will be closed from December 23 through January 1 and will re-open January 3. They will also re-open some of their closed branches beginning the second week of January and hope to have the rest of their branches open by the beginning of February. The Wofford Heights branch has been permanently closed and its items are being re-distributed to other branches.
- B. Arellano inquired about what level of service other members are providing to their patrons. Pratt replied that Kern is open at 13 locations and offering full services. They are requiring masks and

have started in-person programming. Martin stated that all Kings branches are open normal hours and have started limited in-person programming. They had their Winter Open house but had less activities than in previous years. Deshpande replied that Merced is similar, they have re-opened their locations and are resuming programming, but Children's storytimes have been postponed for the month of December. Haas replied that Fresno also re-opened all their branches, but some of them have shorter evening hours at larger locations. They're offering hybrid programming for patrons. Rodriguez noted that Tulare County has re-opened their branches with the exception of Terra Bella, but with shortened hours. Their in-person programs have been conducted outside and they will not resume in-person programs soon.

- C. Deshpande asked if there were any updates on Porterville. Arellano replied that the City Council approved furniture for their new temporary location. The estimated delivery time is 16 weeks, but there's not guarantee they'll arrive on time. They currently cannot enter the building, but staff have been processing materials to get ready for opening day. They're still waiting on RFID tags to complete the processing. They're hoping to re-open in April or May.

There being no further business the meeting was adjourned at 11:00 a.m.