Sailor Advisory Committee
Meeting Minutes
December 16, 2010
State Library Resource Center

<u>Attendees</u> - Michael Gannon, (Chair), Margaret Burri, Kathleen O'Connell, Daria Parry, David Paul, Jim DeArmey, Stuart Ragland, Ann Smith, Mike Walsh

<u>Minutes</u> – Several changes to the minutes of the Ocober 21, 2010 meeting were recommended. They were approved as amended

<u>MARINA Report</u> (Ann Smith) - Things going well with setup at Carroll County. Testing is planned with Carroll and Prince George's counties to verify functions with Polaris systems. Wendy Allen has set up a meeting to go to Prince George's on Dec 12. Testing with Polaris is expected in January. SLRC is still continuing discussions with the two product managers.

<u>Sailor Network Report</u> (Mike Walsh) – Mike reported on the current state of the network and planned enhancements. The Disaster Recovery plan is complete. The Southeast Anchor Library is being considered as a disaster recovery site. Pratt will be working to install the connectivity necessary for this.

<u>Sailor Network Managers Group</u> (Stuart Ragland) – The group met on November 9 in Anne Arundel County. The agenda included a presentation on open source web apps. The minutes of the meeting are available on the Sailor website. The next meeting is February 1 also in Anne Arundel County.

Budget Update (Ann Smith) – Since the second quarter hasn't ended there was no official report. The quarter will end in December and the report will be available for the February meeting.

<u>Sailor Security Audit</u> (Ann Smith / Mike Walsh) – Sailor is working with Janus Associates to evaluate security using industry standards. The company ran tests and did site inspections at the Sailor Operations Center and at other sites. Nothing was found that puts the network at risk. Three technical points have been resolved. One, involving air conditoning issues, remains open. Two procedural points will require work within Pratt. One social engineering point, involving things such as door configurations, has been partially resolved. All of the points identified common findings in a security audit.

Disaster Recovery Plan (Ann Smith) – The plan is based on a 48-hour outage. It identifies the resources needed to restore connectivity and reroute data to maintain network integrity. The plan identifies both the equipment and personnel necessary for this. The process included the evaluation of each point of presence as a site, how to restore it, and how to continue network service during that period. The plan is not available for review since it contains sensitive information and information about non-Pratt sites. It is a confidential document for internal use only. Ann will share Disaster Recovery Executive Summary which doesn't include the sensitive information.

<u>Sailor Website Update</u> (Ann Smith) – With the new site in place, some users have communicated suggestions for changes. This fine-tuning is typical and changes are being incorporated as appropriate.

Sailor Project Quarterly Report (Stuart Ragland) – Stuart presented and discussed the report. He noted that usage statistics make up a large portion of the document and will be looking to see what impact the new Sailor website may have on them.

Director's Requests – Prince George's County noted a need to be able to burst to 256 meg. Mike Walsh noted that the network monitoring software that is in place had not identified times when this would have been necessary. He will work with Prince George's County to evaluate this further.

Adjournment and next meeting -The meeting was adjourned at 11:08 a.m. The next meeting will be held Thursday, February 17, 2010 at 10:15 a.m. in the Poe Room of the State Library Resource Center.