



UHLS Automation Advisory Committee (AAC) – Meeting Minutes

9/23/16

Attending: Mindy Fowler (SNLK), Katie Kimball (APL), Ryan Moore (COLN), Debbie Sternklar (VOOR), Catherine Stoller Peters (BETH), Melissa Tacke (CAST), Tim Wiles (GUIL)

Absent: Jill Dugas Hughes (EGRN), Joe Thornton (UHLS)

Guest: Tim Burke (UHLS)

Call to order: The meeting was called to order at 2:00pm.

Review of Committee Charge: The Committee reviewed the charge and composition of AAC (attached). T. Burke explained that AAC was an advisory committee intended to serve in an advisory capacity to the member libraries through the Directors Association and to UHLS.

Terms of Service: The committee established the term rotation for the various membership types on the committee, with the following results:

DA representatives –	M. Tacke and M. Fowler serving 2 year terms
	T. Wiles and Jill Dugas Hughes serving 1 yr. terms
At-large representatives –	C. Stoller Peters and R. Moore serving 2 yr. terms
	D. Sternklar and K. Kimball serving 1 yr. terms

Election of Committee Chair: In response to a call for a volunteer to serve as Committee Chair, T. Wiles volunteered. M. Tacke made a motion to elect T. Wiles as Chair, seconded by M. Fowler. The motion passed unanimously.

Election of Committee Recorder: In response to a call for a volunteer to serve as Committee recorder, M. Tacke volunteered. T. Wiles made a motion to elect M. Tacke as Recorder, seconded by K. Kimball. The motion passed unanimously.

Meeting Schedule: There was a general discussion of the meeting timing a frequency. The charge requires at least quarterly meetings, but the committee felt that monthly meetings would be necessary while the committee gets started. The consensus was that the second Wednesday of each month at 9:00am would be the best day and time for the committee members. Because of a conflict with the Yom Kippur holiday, it was decided to have the next meeting on Wednesday, November 9 at 9am here at UHLS. T. Burke said that AAC could always meet at UHLS, but the option of

holding some meeting at member libraries was also mentioned.

Possible Topics for AAC Discussion: The committee discussed various possible topics to work on. That list included the following:

- Customization of ENCORE (skins, facet options/changes, adding user capabilities, etc.)
- Patron generated recommendations for the collection (mediated patron driven acquisitions)
- ecommerce capability in the ILS
- Patron registration process, paperless patron registration
- Investigating an automated readers advisory tool
- Investigating video streaming services (ie. Hoopla)
- Addressing problems with the expired holds list

The committee generally agreed that there was plenty to do and that the work on the ILS was the highest priority at this point.

Next Meeting: Wednesday, November 9, 2016 9:00am at UHLS (in the green conference room)

Adjournment: The meeting adjourned by acclamation at 3:00pm.

Respectfully submitted,

T. Burke

Recommendation to create the UHLS Automation Advisory Committee (4/1/16)

Intent:

- At its 2/19/16 meeting, the UHLS Automated Services Committee unanimously approved a motion to recommend that, upon dissolution of the Automated Services Committee (ASC) by the UHLS Board, the UHLS Directors Association (DA) establish a permanent advisory committee for automation related issues. The following is a proposal outlining the charge, composition, etc. for this committee.

Charge:

- The Automation Advisory Committee will be a representative committee which will meet regularly to discuss ongoing issues, changes in the automation environment, and questions related to the UHLS Integrated Library System and other automation related functions and services. The committee will make recommendations to the System and the DA as appropriate.

Composition:

- Up to 9 voting members: **1 UHLS Representative** – UHLS staff member, appointed by UHLS
4 Directors Association Representatives - elected by the DA
2 to 4 at-large members (any member library director, member library staff member, or UHLS staff member is eligible for appointment) - appointed by the Automation Advisory Committee (the five initial representative members will identify and appoint the first group of at-large members to the committee).

Terms of service:

- All committee members will serve 2 year terms, with the following exceptions
 - 2 of the 4 initial DA representatives will serve one year terms (chosen by lot) to establish staggered membership rotation.
 - The committee will develop an internal mechanism to establish staggered membership rotation for the appointed at-large members.
 - The Directors Association will review the Committee membership annually.

Leadership/Reporting:

- The committee will elect a Chair from among its members to serve a one year term of office, eligible for re-election for up to 4 consecutive terms. The Chair will be responsible for regular reporting back to the Directors Association and the UHLS community, as appropriate.

Meetings:

- The committee will meet at least quarterly. The committee chair will call the meetings and will develop the agenda based on input from UHLS, the committee members, and the member library community.