

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

1/10/18

**Attending:** Mindy Fowler (SNLK, Chair), Deanna DiCarlo (UHLS), Jill Dugas Hughes (EGRN), Natalie Hurteau (BRUN), Ryan Moore (COLN), Catherine Stollar Peters (BETH), Michele Reilly (VOOR), Melissa Tacke (CAST), Joe Thornton (UHLS).

**Call to order:** The meeting was called to order by M. Fowler at 9:05 am.

**Approval of October minutes:** J. Thornton moved that the minutes of the 12/13/17 meeting be approved. R. Moore seconded. Motion approved.

**POS/eCommerce:** J. Thornton reported that he had spoken with Mid-Hudson Library System about their online fine payment function. The patron pays through Encore using Paypal. If UHLS adopted a similar method, UHLS could regularly run a report showing fines paid online and distribute fine payments to libraries based on ownership of item that incurred the fine. J. Thornton has asked iii for a quote. C. Stollar Peters asked if funds received could be applied to UHLAN fee payments. J. Thornton will inquire with Tim Burke.

**MyCard:** Committee discussed a system-wide MyCard and alternate system-wide policy changes that would allow youth registration without a parent or guardian. Action items for February meeting:

**All committee members:** Think about problems/needs that MyCards are meant to solve, what issues are important in sorting out how to meet these needs, and brainstorm ideas about systemwide solutions.

**D. DiCarlo:** Will explore policies/procedures of Rochester and Syracuse Public Libraries.

**J. Dugas Hughes:** Will explore policies/procedures of Bridgeport (CT) Public Library.

**M. Reilly:** Will explore policies/procedures of New York Public Library.

**C. Stollar Peters:** Will explore policies/procedures of selected public libraries in California.

**M. Tacke:** Will explore policies/procedures of Mid-York Library System and send an inquiry out to NYLINE.

**Standardized loan periods and fines:** Committee discussed loan rules for non-new books. J. Dugas Hughes suggested surveying member libraries with regard to any issues that the committee is split on or is otherwise unable to resolve.

**Renewals:** Discussion of number of renewals for items. General consensus reflected an openness to increasing possible number of renewals for multiple types of materials. Committee will issue a separate recommendation to the DA regarding increasing number of renewals as part of slate of standardization recommendations.

**Loan of non-new books:** The committee agreed on the following recommendations for non-new books:

Book Type	Loan Period	Requestable?	Renewable?
Book (Adult, J, YA, LP)	28 days	Yes	Yes
Board Book	28 days	Yes	Yes
Storytime	Staff-only collection	No	N/A
Summer Reading	28 days	Yes	Yes
Juvenile Holiday Book	14 days	Yes	Yes
Paperback	28 days	Yes	Yes

**Nonrequest books:** To be discussed after recommendation of other categories is completed; discussion of suggesting parameters under which “Book – Nonrequest” Item Type would be used.

**For discussion at February meeting:** Committee members should come prepared to discuss magazines and audiobooks at next meeting.

**Next Meeting: Wednesday, February 14, 2018 9:00 am at UHLS (in the green conference room)**

**Adjournment:** Meeting adjourned at 11:08 am.

Respectfully submitted, M. Tacke