

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

4/11/18

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

**Call to order:** The meeting was called to order by M. Fowler at 9:15 am.

**Approval of February minutes:** M. Fowler moved that the minutes of the 2/13/18 meeting be approved. M. Reilly seconded. Motion approved.

**POS/eCommerce:** J. Thornton reported that all testing of eCommerce integration works except for updating the patron's Sierra record. C. Stollar Peters asked how the transaction fee will be split if the patron is paying for fines from multiple libraries. J. Thornton will ask Mid-Hudson Library System about this.

**Standardized loan periods and fines:**

**Streamlining item types:** The committee had previously asked for a deadline of March 14 for each library to make changes to their item types. As this time is now passed, the committee asks that **May 1** be a new due date, and ask that Rob Carle make this a priority with the libraries he is working with.

**Standardization process:** Tabled.

**MyCard:** Committee discussed how libraries are handling parent/guardian signoff on UHLS youth cards (maximum age for required adult signoff). M. Fowler will ask at next DA meeting whether libraries are using their own policy as a guide, or using a different practice for UHLS youth cards.

The committee discussed what decisions need to be made:

1. Levels of access – differ from regular youth card?
2. Supplant regular youth card or be in addition to it?
3. Will the card accrue fines?
4. How to handle lost items (i.e. at what point is card blocked)
5. Connection with parent/guardian's card (i.e. parent account must be in good standing)
6. Database access for non-system-wide database subscriptions
7. Scholar Card model vs. MyCard model – benefits and detriments of each; how to approach school systems.

The committee asked that Mary Fellows be invited to the May meeting to further discuss and to gather her input.

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

**Adjournment:** Meeting adjourned at 10:45 am.

Respectfully submitted, M. Tacke