

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

07/10/2019

Attending: Melissa Tacke, Chair (CAST), Natalie Hurteau (UHLS), Catherine Stollar Peters (BETH), Ryan Moore (COLN), Jill Dugas Hughes (EGRN), Kathy Stempel (BERN), Michele Reilly (VOOR)

Absent: Joe Thornton (UHLS), Mindy Fowler (SNLK)

Meeting called to order by Chair, M. Tacke at 9:11am

Approval of June Minutes: R. Moore moved that the minutes be accepted, M. Tacke seconded, approved.

New Business:

Committee appointments:

- M. Tacke welcomed Kathy Stempel to the committee

Old Business:

MyCard:

- J. Dugas Hughes asked for clarification on what constituted for a blocked card
- Revisiting topic of what the “aging out” procedure is. Reviewed language in draft and previous meeting minutes
- Reviewed draft for staff procedures. N. Hurteau questioned whether or not the DA was made aware of the fact that not all libraries were issuing the cards, as one library was promoting that the card was good at all locations. M. Tacke clarified that it was presented at DA that not all libraries were participating and that it was in the DA minutes.
- EGRN has signed up to start issuing the MyCard as well
- Follow up, can UHLS run a report to see who ages out of the MyCard?

Loan Rules Reviewed:

- New Books – discussion/review on what libraries were using local requests, non-requests etc.
Recommendation:
 - Express, 7 days, non-requestable, 0 Renewals
 - New Book, Non-requestable, 14 days, 2 renewals
 - New Book, 14 days, requestable, 2 Renewals
 - New Book, Local Request, 14 days, requested by local residents only, 2 renewals

Committee discussed whether it was time to share with Directors loan rule recommendations. Goal was decided for early Fall.

Task Items:

- C. Stollar Peters to make changes in draft
- M.Tacke to draft recommendations to Directors

Next Meeting: September 11th @ 9:00 am at UHLS (in the green conference room)

Adjournment: M. Tacke made a motion to adjourn, meeting adjourned at 10:47 am.

Respectfully submitted, N.Hurteau