

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

09/11/2019

**Attending:** Melissa Tacke, Chair (CAST), Natalie Hurteau (UHLS), Joe Thornton (UHLS), Catherine Stollar Peters (BETH), Kathy Stempel (BERN), Michele Reilly (VOOR), Mindy Fowler (SNLK)

**Absent:** Jill Dugas-Hughes (EGRN), Ryan Moore (COLN)

**Meeting called to order by Chair, M. Tacke at 9:09am**

**Approval of July Minutes:** M.Tacke moved that the minutes be accepted, approved.

## **Old Business:**

Reviewed agenda of items to be discussed: Renewals, Non-request guidelines, Grace Day, Billing

- Renewals –the committee reviewed chart and discussed the benefits of having 3 renewals vs. 2 or less. Recommendation made to have a minimum of 2 renewals, but could bump up to 3
- Guidelines for Non-request – To continue to promote resource sharing, per the UHLAN agreement, the committee is recommending the Non-request type be reserved for Special Collections, Local History, and Equipment, and encourage libraries to use Express or Local Requests types instead of non-request for popular material.
- Grace Day—the committee reviewed the chart and discovered that 13 libraries did not have a grace day while 17 libraries allowed one day. Discussion amongst the committee led to a recommendation of 1 grace day.
- Billed—the committee discussed the billed status change by APL and CAST and how it is potentially affecting neighboring libraries. No formal recommendation was made by the committee as to how many days should trigger a billed notice, however it was recommended that this conversation should be brought to the DA level so directors are made aware of this potential issue, and decide if any further action should be taken.

## **New Business:**

Loan Standard Recommendation:

- The committee worked on an outline draft for the recommendation to the DA.
- M. Tacke to send a draft to the committee by the 17<sup>th</sup> in the hope that it will be reviewed and sent out to the DA by the 20<sup>th</sup>

Committee Member Terms:

- M. Reilly's term is up for renewal and would like to continue to serve another term. C. Stollar Peters made the motion to approve M. Reilly for another term, M. Tacke seconded, approved.

UHLS Calendar:

- J. Thornton mentioned that the UHLS Library Program Calendar has been a topic of concern and was wondering if the AAC could delve further into this and get some feedback on the DA.
- The committee discussed the benefits of the calendar, the current issues and why it needs an overhaul, and potentially if this was something CLAC might want to look into, to provide a better platform that would benefit member libraries
- Committee decided that more information was needed and decided to send out a survey to DA. N.Hurteau will reach out to Tim Burke and Mary Fellows for more feedback, and will create the survey and submit to directors.

**Task Items:**

- M. Tacke to draft recommendation to the committee by 9/17
- M.Tacke to bring Billed Item discussion to the DA at the October DA meeting
- N. Hurteau to create and send out survey

**Next Meeting: October 9<sup>th</sup> @ 9:00 am at UHLS (in the green conference room)**

**Adjournment:** M. Tacke made a motion to adjourn, meeting adjourned at 10:34 am.

Respectfully submitted, N.Hurteau