

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

03/11/20

Attending: Melissa Tacke, Chair (CAST), Natalie Hurteau, Secretary (UHLS), Joe Thornton (UHLS), Catherine Stollar Peters (BETH), Ryan Moore (COLN), Mindy Fowler (SNLK), Michele Reilly (VOOR)

Absent: Jill Dugas-Hughes (EGRN), Kathy Stempel (BERN) due to technological difficulties

Meeting called to order by Chair, M. Tacke at 9:10 am

Approval of February minutes: C. Stollar Peters moved that the minutes be accepted, seconded by J.Thornton, approved.

Old Business:

Update on Burbio implementation:

- J. Thornton walked the committee through his many edits and updates
- Burbio is pulling information from all different types of calendars, including Facebook Events. Still some kinks to work out – instead of linking to Burbio webpage, would like the widgets and library webpage be linked.
- There wasn't an index added but a useful search function instead
- J. Thornton has no heard back from Burbio on how they are capturing the data from all of the calendars.
- As of right now there are 9/36 locations Burbio can't pull information from, due to difference in calendars. J. Thornton will continue to work with Burbio to get all libraries on board.
- C. Stollar Peters will send labels/tags to J. Thornton so Burbio doesn't pull private group meetings and programs to the public calendar

Auto renewals

- J. Thornton working on a template for email reminders
- There was a discussion at the DA about auto renewals and a vote will happen at the April meeting. It seems that 75% of the libraries will opt in
- Committee reviewed the FAQ from Mid-Hudson Library System on their experience with auto renewals.
- C. Stollar Peters recommended to the committee that library staff be aware of the lag in time when auto renewals start.
- M. Tacke to share Mid-Hudson Library System FAQ and other concerns with the DA via email before the vote in April

Card Registration Procedure:

The committee thanks R. Moore for his hard work on the draft proposal

- Committee reviewed and edited the draft; will need to put a link to the MyCard procedures
- M. Tacke to finalize and send out to DA.

New Business:

- C. Stollar Peters recommends a best practice or guidance document for SierraWeb to be sent out soon, as many libraries in their contingency plan in response to Coronavirus may work from home.
- J. Thornton will reach out to T. Burke about this message.

Task Items:

- J. Thornton to continue work with Burbio
- J. Thornton to continue to work on autorenewals
- M. Tacke to email DA about auto renewals and Library Card Registration
- J. Thornton to talk to T. Burke about SierraWeb

Next Meeting: Wednesday, April 8th @ 9:00 am at UHLS (in the green conference room/gotomeeting)

Adjournment: M. Tacke made a motion to adjourn, M. Reilly seconded, meeting adjourned at 11:05 am.

Respectfully submitted, N.Hurteau