

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

6/10/2020

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

Guest: Mary Klimack (NGRN)

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

Approval of 3/11/2020 minutes: R. Moore moved that the minutes of the 3/11/20 meeting be approved. M. Reilly seconded. Motion approved.

Committee members appointed by DA: Scott Jarzombek (APL) and Mary Klimack (NGRN) will join the committee with terms running 7/1/2020-6/30/2022.

At-large member term renewals: M. Tacke moved to renew the terms of Ryan Moore (COLN) and Catherine Stollar Peters (COLN), for the term of 7/1/2020-6/30/2022. J. Thornton seconded. Motion approved.

Election of Chair: M. Tacke moved to elect J. Dugas Hughes as the Chair of the AAC. R. Moore seconded. Motion approved.

Old business – Status of projects:

Automatic renewals: The final action item on this issue from the 3/11/20 meeting was for M. Tacke to draft an email to the DA in advance of the 4/3/20 DA meeting. This email was originally slated to be sent on 3/20/20, 2 weeks prior to the 4/3/20 meeting. J. Dugas Hughes will follow up with the DA at a future date, prior to a DA vote on this issue.

Standardized Card Registration Procedure: AAC had completed this draft as of 3/11/20. The next step is to get feedback from DA at a future date.

Monitoring of Burbio implementation: J. Thornton reports that Burbio has been on his back burner since mid-March. The question had been raised as to whether Burbio can filter out events/meetings that libraries do not want on a shared calendar; J. Thornton noted that they cannot, but if a library is able to provide criteria to exclude an event/meeting (such as excluding anything with a certain keyword), it can be done on the UHLS end.

New business – Ideas for possible future projects: Many in attendance have not been thinking about future projects, in light of current concerns. The following were mentioned as possible projects for the future:

- Best practices/tools for virtual meetings
- Retooling online registration / online procedure to create full-access cards
- Templates for gathering library statistics (system-wide and/or at library-level) for gathering info for NYS Annual Reports, creation of charts, and to facilitate the comparison of libraries.

Next steps:

- Melissa will share draft of automatic renewals email to DA and a reminder link to the Standardized Card Registration Procedure draft in Google Docs.

Next Meeting: Wednesday, August 12, 9:00 a.m. (virtual meeting)

Adjournment: Meeting adjourned at 9:37 a.m.

Respectfully submitted, M. Tacke