

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

## 8/25/2021

**Attending:** Jill Dugas Hughes chair (EGRN), Joe Thornton (UHLS), Catherine Stollar Peters minutes (BETH), Michele Reilly (VOOR), Kathy Stemple (BERN)

Discussed committee membership. Recommendation to appoint Michele Reilly for another term.

Discussed rotating assignment for committee members to take notes. Schedule will be emailed out to AAC. Chair could be Jill or on rotating assignment.

Meetings will be held on the second Wednesday of each month from 9-10am.

### *Capira-self checkout:*

Discussed methods to account for self checkout circulations in new UHLS mobile app. New stat group=265 and branch=um UHLS Mobile created and Joe will create an ad hoc report to count self checkout transactions by participating locations.

Questions about new self checkout and potential for theft or loss of items.

Bethlehem reports existing self checkout stations and negligible loss of items after installation of physical self checkout as well as no reported patron issues with app self checkout.

### *New business and agenda items for next meeting:*

- Standardized Card Registration Process
- Holds fulfillment Process
- Automatic Renewal

Meeting adjourned 10:00am.

*Next meeting: October 13, 9-10am (virtual)*

Submitted by: Catherine Stollar Peters