

PALS PLUS Information Management Committee Meeting Minutes: 2017

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, December 7, 2017 at 2:32 p.m., by Michael Drazek.

Present:

Michael Drazek	<u>X</u>	Anne Schapiro	<u>X</u>
Precious Mack	<u>X</u>	Mary Wilson	<u>X</u>
Luca Manna	<u>X</u>		

APPROVAL OF MINUTES: November 2, 2017

Correspondence: None

Old Business:

The committee continued to look at the installed WordPress site at <http://pprctest.palsplus.org>.

There was discussion about the progress of the wiki replacement and what changes need to be made as the committee moves forward.

The current footer needs to be pruned, to reduce the amount of pages that appear in the listing. The space the Knowledge Base interface takes up on a page needs to be reduced. There is a need to look for a way to notify users of changes. A print plugin needs to be investigated to help print out documents. The color scheme needs to be looked at and made consistent. The policy manual conversion needs to be corrected; it may be missing some elements. Also with the policy manual, creating hyperlinks needs to be investigated.

New Business:

Creating a child theme for “Minamaze” was tabled for the next meeting.

The committee reviewed the past year and set the goal of having a functioning product available by the end of the 2018.

Meeting dates for 2018 were set for the first Thursday of the month. Committee members will look at their calendars to see if there are any conflicts.

Adjournment: Time 3:30 p.m.

Next meeting: Thursday, January 4, 2018 at 2:15 p.m. – Clifton Library

Respectfully submitted, Michael Drazek