

PALS PLUS Information Management Committee Meeting Minutes: 2018

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, February 1, 2018 at 2:30 p.m., by Michael Drazek.

Present:

Michael Drazek	<u>X</u>
Precious Mack	<u>X</u>
Luca Manna	<u>X</u>

Anne Schapiro	<u>X</u>
Mary Wilson	<u>    </u>

APPROVAL OF MINUTES: January 11, 2018

Correspondence: None

Old Business:

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

The committee discussed the next goals it would like to achieve as it continues to work on the PALS Plus Resource Central. One area that needs to be addressed is the search ability of the site. The committee will look in to what options there are to make searching documents better and more accurate.

There was discussion on what documents, other than agendas and minutes will need to be included. These include manuals for Policy, Circulation and Training, in addition, to core consortium documents.

Discussion also included formation of documents and what would be the best way of presenting the information. Ways in which web-based, Word and PDF documents could be used to present information was discussed.

Looking at other Minamaze theme based sites was discussed, in order to get some more ideas of the things that can be done with the theme.

New Business:

The committee looked at a few plug-ins for Wordpress to see if they held promise of organizing the PALS Plus Resource Central.

Adjournment: Time 4:00 p.m.

Next meeting: Thursday, March 1, 2018 at 2:15 p.m. – Clifton Library

Respectfully submitted, Michael Drazek