

PALS PLUS Information Management Committee Meeting Minutes: 2018

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, August 16, 2018 at 2:31 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: July 5, 2018

Correspondence: None

Old Business:

The committee continued to look at the PALS Plus Resource Central WordPress test site at <http://pprctest.palsplus.org>.

Precious showed, the committee, work she had done on the website. She had created a few different samples of committee landing pages. The examples used button, accordion, and tab navigation elements to access the agendas and minutes of committees. She also talked about adding a calendar.

There was discussion as to whether the order of agendas and minutes should be presented in ascending or descending order.

The home page was discussed. If possible, it was felt that purchasing the full version of the Minimaze theme would be beneficial, as it grants access to some features that are restricted in the free version. The cost for Minimaze Pro is around \$35.00. In discussion of the home page, Mary did emphasize that we try to make it uncluttered.

Luca discussed the need to have notifications of updates and changes. The committee discussed possible ways that could be accomplished, from tickers, to a "What's New" page, or email notifications.

Discussion moved to the presentation of PALS Plus manuals. Luca liked the accordion navigation elements. There was discussion about setting up the policy manual sections as standalone pages that would be navigated with an accordion style menu.

Anne and Luca brought up the need to add directories of libraries and staff.

There was some discussion regarding adding a discussion forum for staff and how it would all work.

New Business:

The committee began to discuss the initial steps in soliciting feedback and testing of the web site.

There were a number of areas where the committee felt they should specifically ask for feedback.

- Discovery – How easy is it to find information?
- Usability – How easy is it to use, is it easy to navigate?
- Aesthetics – How does it look to users?
 - Are there preferences to navigation elements? Buttons, accordion, or tabs?
- What services should be added?
- What is missing?
- What information should be available?

The committee thought it may be informative to ask people testing to do a specific task and solicit feedback on that process.

Adjournment: Time 3:45 p.m.

Next meeting: Thursday, September 6, 2018 at 2:15 p.m. – Clifton Library

Respectfully submitted,

Michael Drazek