

PALS PLUS Information Management Committee Meeting Minutes: 2018

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, September 6, 2018 at 2:22 p.m., by Michael Drazek.

Present:

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

APPROVAL OF MINUTES: August 16, 2018

Correspondence: None

Old Business:

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

There had been some issues experienced by committee members with the site and they were looked at by the committee. There was also some concern that changes were not being saved. Some theories were presented, but nothing was indisputably determined to be the cause. The committee will need to do further investigation.

The committee looked over a WordPress plug-in called Documentor as a way of organizing and searching PALS Plus policy or procedure manuals. The PALS Plus Policy Manual had been converted and the committee looked at the ways it could be used to present manuals.

It was agreed that the Minamaze Pro theme would be purchase by PALS Plus from Think Up Themes.

There was discussion as to when initial testing should be done. It was determined that once the Minamaze Pro theme was installed, the committee would work on putting a more polished face to the site before libraries are invited to look it over.

Adjournment: Time 3:30 p.m.

Next meeting: Thursday, October 11, 2018 at 2:15 p.m. – Clifton Library

Respectfully submitted,

Michael Drazek