

## PALS PLUS Information Management Committee Meeting Minutes: 2018

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, December 6, 2018 at 2:26 p.m., by Michael Drazek.

Present:

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

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

APPROVAL OF MINUTES: November 1, 2018

Correspondence: None

Old Business:

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

The BLUECloud Analytics manual had been transferred from the PALS Plus Wiki. There was concern about the Adobe Connect webinar that appeared as part of the manual. The concern centered on whether or not staff would have ready access to Adobe Connect on any computer or would it require them to install on the computers they were using. There was a question as to where the content would be stored for future webinars and if it would impact the amount of hosted space.

There was discussion about who would be responsible for keeping training materials up to date. It was thought that likely the PALS Plus office would ultimately be responsible. The main concern was that out of date and non-useful information would remain and take up space.

The integration of Track-it into the PALS Plus Resource Central was examined. There remains a question of how it would work and to what degree it would be a part of the site.

There was the suggestion that contact information be included for the Information Management Committee, so that users of the site would have someone to contact if they needed help.

The committee looked at the order of the content page and reordered some of the links to reflect likely usage. For the next meeting the committee members will come up with better descriptions for Training and Promotional Materials.

There was some discussion about putting in a link for a FAQ. The Public Relations committee is working on a pamphlet that would include a FAQ. Some of that information may be used for a PPRC FAQ. Additional questions and answers would need to be added as required.

The need for a calendar of events and notifications of news or highlighted information will need to be integrated into the site as well.

New Business:

The committee reviewed the meeting dates for 2019. The following meeting dates were selected:

January 3

February 7

March 7

April 4

May 2

June 6

August 1

September 5

October 10

November 7

December 5

Meetings are scheduled for the first Thursday of the month at 2:15 p.m. Most meetings will take place at the Clifton Public Library. Precious offered to host a meeting at the newly renovated Verona Public Library. There will be no meeting scheduled for July as the meeting would fall on Independence Day and July is expected to be busy with summer reading programs. Also, the October meeting will be held a week later, as some committee members will likely be at New York Comic Con the first week of October.

Adjournment: Time 3:45 p.m.

Next meeting: Thursday, January 3, 2019 at 2:15 p.m. – Clifton Library

Respectfully submitted,

Michael Drazek