

Circulation Committee Meeting Minutes

June 6, 2019

In Attendance: Laure Barrett, Joseph Decesare, Francine Falcone, Barbara Licitra, Janine Rinaldi and Luca Manna.

Absent: Cindy Corbett

Approval of minutes of May 9, 2019

New Business

Joseph Decesare presented the committee with a Revision of the *Core Docs Pals Plus Holds List*. Joe listed each step and included screen shots. Laure suggested the current amount of days a hold is valid (3 days) be changed to 3 business days. This change would then go to the Policy Committee and will be reflected in emails sent to patrons. In addition, the committee was asked to look over the Pals Hold List and see what changes should be made. Luca suggested taking a survey of all libraries asking them how many days holds are kept.

Barbara went over the *Payment for Lost and Damaged Items Report*. Her suggestions for improvement were:

- Put the word "PALS" as letterhead.
- Some fields in the form patrons are required to fill out need to be bigger. Ex. Title, Patron Barcode, etc.
- Libraries should remove "notes" when payment has been made.

Luca added that all notes should be non-judgmental and to watch out for wording.

Future meeting dates were discussed, they are:

- Thursday, July 18 at 2pm – Bloomingdale
- Thursday, August 29 at 2pm – Bloomingdale
- Thursday, September 19 at 10 am – Cedar Grove

A question arose regarding PALS Summer Program. Luca stated that:

1. It will begin on June 24
2. There will be tasks for patrons to complete.
3. Based on the honor system.
4. Upon completion a slip will be filled out by the patron and entered into the contest.
5. There will be 4 winners.

Laure suggested that it would be a good idea to start thinking about the Circulation Summit. Any new ideas would be welcome.

OLD Business

Feedback is needed regarding museum passes. Reserves are not managed in ILS. Possibly they can be held for 1 or 2 hours. Libraries will be surveyed.

Tip of the Month:

Housekeeping – Once a report is no longer needed; delete it.

Meeting adjourned at 11:33 am.