

PALS PLUS Information Management Committee Meeting Minutes: 2019

The Information Management Committee meeting called to order at Clifton Public Library on Thursday, January 3, 2019 at 2:26 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>X</u>

APPROVAL OF MINUTES: December 6, 2018

Correspondence: None

Old Business:

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

After Michael updated WordPress and some plugins, the interface changed to the new Guttenberg editor. This seemed to break the tree view plugin and changed the interface for editing pages. At the meeting the committee tried to troubleshoot and come up with options to get the site usable again. Eventually, a classic editor plugin was discovered in the plugin list and enabled. This allowed most of the functionality to be returned, as far as, the editing went. The tree view plugin still did not work with the newest WordPress update and so was removed.

New Business:

The committee worked on making some direct changes to the website, once editing functionality was returned. While the new Guttenberg editor may have benefits, at this time, the committee is more comfortable working with the classic editor.

The main landing page was examined and the descriptions for the content areas were edited.

One area the committee will need to examine is changing the default font size for the site. The standard font appears too small to comfortably read and instead of editing each page, the committee would like to examine plugins or using custom CSS to set a universal comfortable font size.

There was a request for a page counter. Discussion ensued as to what would be the better way of obtaining usage data. Google analytics was suggested as a possibility to gain that information.

The committee landing page was examined. It was suggested that the page be converted to reflect a similar look as the main landing page.

Finally, the committee examined the structure of the committee pages to make it easier for staff to find the information, including agendas, minutes and relevant documents.

Adjournment: Time 3:45 p.m.

Next meeting: Thursday, February 7, 2019 at 2:15 p.m. – Clifton Library

Respectfully submitted,

Michael Drazek