PALS PLUS Information Management Committee Meeting Minutes: 2020

The Information Management Committee meeting was called to order at the Clifton Public Library on: Thursday, January 9, 2020 at 2:30 p.m., by Michael Drazek.

Present:

Michael Drazek   X
Precious Mack   X
Luca Manna   X
Mary Wilson   ___

APPROVAL OF MINUTES: November 7, 2019

Correspondence: None

Old Business:

The committee continued to work on the PALS Plus Resource Central WordPress test site at https://pprctest.palsplus.org.

It is with sadness and happiness that we report committee member Anne Schapiro had announced her retirement from the Clifton Public Library in December. Sadness, that she will be missed going forward after three years of valuable contributions, but happiness for her and her new adventures.

In November, Luca, with committee input, developed a survey to ask a limited group of people to review the PALS Plus Resource Central site and provide feedback on certain areas.
The surveys were sent out and results were collected in November and December.
At the January meeting the committee reviewed the results and feedback from that survey.

The committee will look into making the following changes to the site, based on feedback:

Change colors of links on buttons to a lighter shade of blue from the current red.

Add a section for job postings

Adjust the menu buttons to include quick links to job postings, manuals and other items.

Look into further developing the Training section to include training manuals and videos for new staff. Explore the feasibility of using Adobe Connect in training. Content may need to be developed by other committees and the IMC will need to coordinate with them.

Restructure the main page links to include a "Social" button. This would include job postings, staff directory, forum, and meeting calendars. Luca will look for a graphic to represent the "social" category.

The next step the committee will undertake is to address the "visual" concerns from the feedback and make the necessary changes.

Step two will be to update the content, i.e. agendas, minutes and any other relevant content. We will try to keep current starting with 2019 and going forward into 2020. Once that is done, content from prior years will be addressed.

A third area that will need to be address is a consistent formatting for agendas and minutes. We will look into the possibility of creating a form, so that committee designees may be able to quickly and easily enter the information for and from their meetings. This information would be used to create the final agenda and minutes documents.

Finally, the committee will need to resolve the issue with searching PDF files.

The committee established the following meeting dates for 2020:

February 13*
March 5
April 2
May 7
June 4
July 9*
August 6
September 3
October 1
November 5
December 3

Meetings normally take place the first Thursday [* second Thursday] of the month in the Clifton Public Library at 2:15 p.m.

Adjournment: Time 3:51 p.m.

Next meeting: Thursday, February 13, 2020 at 2:15 p.m. – Clifton Public Library

Respectfully submitted,

Michael Drazek