

## **CIRCULATION COMMITTEE JANUARY 30, 2020 MEETING MINUTES**

In attendance: Laure Barrett (Clifton), Joe DeCesare (Little Falls), Francine Falcone (Cedar Grove), Luca Manna, Mary Martin (Wanaque), Rose Puleo (Haledon), Janine Rinaldi (Wayne), Brian Sedita (Totowa) and Maria Villecca (West Milford).

December 12, 2019 committee meeting minutes approved.

Updates on SMS texting: Beta testing going well at Clifton. Pals Plus will work on setting up the program for all libraries. The manual on "SMS (Text) Notifications" was reviewed by the committee and seems relatively simple to understand.

Dates set for 2020 committee meetings as follows:

February 20, 2020 – 2:00 pm location – Totowa

March 19, 2020 – 10:00 am location –

April 16, 2020 – 2:00 pm location –

May 14, 2020 – 10:00 am location –

June 18, 2020 – 2:00 pm location –

July 16, 2020 – 2:00 pm location –

August 20, 2020 – 10:00 am location –

September 17, 2020 – 2:00 pm location –

October 15, 2020 – 10:00 am location –

November 2020 – Summit date and time TBD.

December 10, 2020 – 2:00 pm location –

We reviewed our charges for the calendar year and we discussed the Tips/Tricks idea and making it more captivating. Mary suggested a fictitious Pals plus character to deliver these tips/tricks to circulation staff. Brian will work on a graphic rendering.

Luca shared Overdrive updated policies for the consortium. Changes include 5 items, 5 holds, default due date for e books 14 days, and default due date for audiobooks 21 days.

The committee discussed the advantages and disadvantages of running the holds report twice daily to notify patrons sooner about holds available. Luca will work with Mary test this feature and introducing it as a choice for libraries.

Auto renewals approved by membership. Materials will be auto renewed if allowable. Email will notify patrons of auto renewal and new due date or if attempt failed.

