

# **CIRCULATION COMMITTEE MEETING MARCH 18, 2021 MINUTES**

In virtual attendance: Laure Barrett, Joe DeCesare, Francine Falcone, Brian Sedita, Maria Villeca and Luca Manna

Approval of September 24, 2020 minutes, with revisions to attendees.

Credit card payments went live back in January, disbursements will be made quarterly to individual libraries.

Automatic renewals began in February. The only negative we've heard is that patrons get an email saying their items were renewed however they've already returned them. Temporarily this is mostly due to quarantine time period policies in place. The language was reviewed and can remain the same.

We discussed the status of library openings and services and current updates can be found on the Pals Plus website (we've all agreed this is a very useful tool).

The future dates for committee virtual meetings will take place at 2:00 pm on the third Thursday of each month as follows:

April 15, 2021, May 20, 2021, June 17, 2021, July 15, 2021, August 19, 2021, September 16, 2021, October 21, 2021, November 18, 2021 ( perhaps a virtual summit), and December 16, 2021. Of course everyone may not be available for all dates but hopefully doing it virtually will make it easier on members.

At Luca's request we discussed the purging of lost cards in workflows. These accounts are usually denoted with an asterisk (\*). When looking up a patron by name, if a patron has replaced their card multiple times their name is entered in the system repeatedly for each lost card as well as a current card. They currently stay in the database indefinitely. We reviewed the necessity of the information being retained. Luca will look into what history needs to be retained.

Luca recommended our having a virtual circulation summit and also perhaps to think of pop-up workshops for all things circulation (perhaps a forgotten policy/procedure) or refreshers or short cuts.

Brian inquired about using mobile circ which opened a discussion on different uses for it. Brian also discussed Totowa's library of non-traditional things.

Luca encouraged all to look at [PPRC.palsplus.org](http://PPRC.palsplus.org) to look at the content management site (replacing the wiki).

The meeting adjourned at 3:30.