

## **MINUTES FOR CIRCULATION COMMITTEE MEETING THURSDAY AUG. 19, 2021**

In Virtual Attendance: Laure Barrett (Clifton), Eli Cardona (Pals Plus), Francine Falcone (Cedar Grove), Luca Manna (Pals Plus) and Brian Sedita (Totowa).

Approval of minutes – June 17, 2021.

We discussed the status of disabling the Lost card wizard. This would not take place until sometime after Belleville goes live later in September. We'll need to provide an outline for the new steps in modifying a card # to be used in lieu of Lost card wizard this will alleviate the necessity for purging future lost cards.

Discussion about circulation summit and language for survey for in-person vs. virtual gathering. Brian will work on survey format and would use Pals Plus gmail account for sending out survey to circulation staff. Luca will attempt to set up a date with Fairfield Library for 11/16/21 in the afternoon as they do not open on Tuesday's until 12:00. So if we have an in-person summit registration time would be 12:30 and session would begin at 1:00 pm. Some talking points mentioned were – Blue cloud reports and customizing same, workflows reports, ILL's, delivery FAQ's, best practices for new libraries joining the consortium, consortium wide vs. local policies and things of this nature. We will request some input in the survey for suggestions of topics.

Item holds randomly attaching to any library's item was explained by Eli. If the home library's item is not available it will go out to the system. There may be cases when a home library's item is returned in the meantime but if there is a committed item being transferred the system won't pick up that availability.

Library email notice subject line revisions/options will need to be discussed further. Library card renewal email sent to patrons should be looked at to 'tone it down some'.

Laure inquired if there is a lost claim report in workflows but Eli confirmed it's available in Blue cloud inventory data.

Next meeting Thursday, September 16, 2021.