

MINUTES FOR CIRCULATION COMMITTEE MEETING THURSDAY SEPT. 16, 2021

In virtual attendance: Laure Barrett (Clifton) Eli Cardona (Pals Plus), Cindy Corbett (Verona), Francine Falcone (Cedar Grove), Luca Manna (Pals Plus) Mary Martin (Wanaque) and Brian Sedita (Totowa).

Approval of minutes – August 19, 2021

Update on status of disabling lost card wizard. This will occur soon and the change needs to be communicated with member libraries. Using the modify user wizard will now be the procedure for switching out the card # for an existing patron. The old card # will still be reflected in previous user ID field. Eli has started the process of purging lost cards in the system.

We reviewed and discussed changes to the subject line on notices emailed to patrons. The following was decided upon:

1. Library card renewal email subject line will reflect – Library card reminder
2. Pre-overdue notice email subject line will reflect – Library item(s) due soon
3. Automatic renewal results email subject line will reflect – Library item(s) status update; ultimately changed to **Library item(s) renewal status**
4. Overdue library material email subject line will reflect – Library item(s) overdue
5. Hold pick-up notice email subject line will reflect – Library item(s) ready for pick-up
6. Assumed lost notice email subject line will reflect-Bill for unreturned library item(s)

We reviewed and made changes to the language for the Pre-overdue notices, renewal notices and library card renewal notices.

Pre-overdue notice will now reflect -

Hello, this is a friendly reminder that the following items are due 3 days from the date of this notice.

1 call number:DVD AWFUL

ID:32352054627804

The awful truth [videorecording]

McCarey, Leo.

due:7/9/2021,23:59

You can log into your account at catalog.palsplus.org to renew your items now, or we will attempt to automatically renew your item(s) for you at 5:00 am on the due date. You will receive an email later that day to alert you of items that couldn't be renewed.

If you believe you already returned the item(s) listed, please give us a call and we will investigate.

For assistance or to opt out of email reminders, please contact your home library. Our member libraries are listed at www.palsplus.org/members. Thank you, we hope you have a pleasant day.

Library card renewal notice will now reflect –

Did you know that libraries in the PALS Plus Library Consortium are required to periodically verify and update our users' home address and contact information? It's hard to believe, but it's almost that time again for you, and your library card will need to be verified again in two weeks.

To verify your information and renew your library card, please stop by your home library. Your library's contact information and hours can be found at members.palsplus.org.

If you can't get to the library within two weeks, not to worry. You can update your card at a time that's convenient for you. Just be aware that some services, such as borrowing materials, placing holds, and accessing digital resources, will be unavailable until you update your card at your home library.

We look forward to continuing to bring you all the great things the library has to offer!

Have a pleasant day.

Having received an inquiry by a patron, Laure asked whether it was possible for a patron to change their email address through their account online. Luca and Eli agreed it could not be done.

We discussed and brainstormed some topics for the November Summit. The Summit will be November 16 in the afternoon at Fairfield library. The survey will be sent out soon for purposes of in-person interest but we will also live stream and are looking for some suggestions of topics. Luca and Brian were discussing the electronics needed for the live stream.

Please bring some topic suggestions for next meeting on October 21, 2021.