PALSPlus CIRCULATON MEETING MINUTES – JANUARY 19, 2023

Virtual Meeting via Zoom convened at 2:05 p.m.

In attendance were Luca Manna (PALSPlus), Carolyn Marrin (Cedar Grove), Joseph Decesare (Little Falls), Lois Pasanda (Belleville) and Marianne Purcaro (Wayne), and Laure Barrett (Clifton)

Marianne elected to take the meeting minutes.

Introductions were done. Lois is a new member who works in Technical Services and Circulation at Belleville.

Carolyn mentioned reviewing Core Documents and that they are downloaded on the Google Drive.

The meeting minutes from September 2022 were approved.

It was determined that the Registering Users at PALSPlus Libraries and the Table were one and the same.

Registering Users at PALSPlus Libraries Table was reviewed.

- Luca modified from Word and put in the shared Google Drive
- The Table is still being used so it was agreed that it will be revised.
- It was determined that Hudson County and the Temporary User need to be added
- Marianne brought up that User Cat 2 could be used as another indicator and was used in the past. Laure shared that Clifton still uses User Cat 2
- Carolyn mentioned that she is curious to see who uses what fields. As a result, Luca will generate at patron list report listing the creation date, Library, and the 12 user categories.
- From the report, the goal is to identify and find out the purpose of each user category.
- Once Luca has the data, we can revise the Table
- Laure and Marianne will work on the Table and corresponding core documents

It was determined that the documents in the google drive will have "Draft" indicated in the title for the documents that are in progress. Final documents will have "Final" in the title. Documents not identified as either will not say anything other than the document name.

Registering Open Borrowers Document

- Laure and Marianne confirmed that this document is now final.
- Luca will reformat it and will advise us when it is posted on the PPRC.

Registering the ReBl Borrower Document

- Lois will review, and if concurs she will change the title to "Final."
- Luca will reformat it and let advise us when it is posted on the PPRC.

Marianne inquired the openborrowing.org website. Luca shared that new Libraries have been added. While there is not redesign of this website in the works as previously mentioned, the list is current. Links to print have been removed as the print option was problematic.

Renewing a Borrower

- A reference sheet was created by Mary Martin and some libraries are using it.
- Carolyn suggested and it was agreed that Renewing a Borrower needs a Core Document.
- Carolyn suggested and it was agreed that Joe and Lois work on this Core Document.

Email notices regarding hold pickups were brought up. There was a brief discussion about confirming that there are some email notices that are standardized and some that are done at the local level. Holds email notices are determined at the local level.

Holds Procedure Core Document

- Laure and Marianne worked on this document
- It was mentioned that most in transit holds arrive in three to four days
- The questions on page two of the new core document were discussed. It was decided to make "Managing Transits" a new core document
- Laure and Marianne will decide the part about receiving items in transit, therefore Laure and Marianne will finalize the Holds Procedure Core Document, and work on Managing Transits Core Document
- Luca mentioned about having a "holds in danger of expiring for unfillable holds report given to someone to do in BCA.

Damage Qualifying List

- Carolyn is still working on this.
- A conversation ensued regarding the proposed damaged slips created separately by Joe and Marianne
- It was agreed to use a hybrid of both their forms created by Joe and Marianne. Luca will work on formatting it.

Core Skills for Circulation

- A conversation ensued regarding the need for a manual
- It was agreed that the manual will include an index for each section to make it faster to look up core documents.
- Luca will look into existing manuals and perhaps, repurpose for a core guide of skill sets.

Marianne brought up a question from a colleague as to whether not juveniles can receive text messages from the library. A discussion ensued and there was mention of protecting the privacy of older childen, and what can be shared with parents. It was decided that it is up to the parent at the time of the library card is issued whether or not the text message option will be on the account.

Updating Language for renewal of Library Cards

- Joe and Lois will work on this

It was suggested by Marianne and agreed to table the new topics on the agenda for the next meeting.

Question and Answer Period

- Laure brought up about changing the policy for overdue items. Luca will look into this and get back to us.

- Joe asked regarding meeting dates. It was agreed to keep the third Thursday of the month at 2:00 pm

Luca brought up that Missives are back.

Virtual Meeting adjourned at 3:35 pm.