PALS Plus Circulation Committee Meeting Minutes

Thursday April 20, 2023

The meeting was called to order via Zoom at 2:05 pm

In attendance: Luca Manna (PALS Plus), Carolyn Marrin (Cedar Grove), Joe DeCesare (Little Falls), Lois Pasanda (Belleville), Marianne Purcaro (Wayne), and Laure Barrett (Clifton)

Lois volunteered to take minutes.

Minutes from March 2023 Circ Committee meeting were approved.

Claims Returned Policy: Luca to set up-a joint meeting between the Policy Committee and the Circulation Committee

Frequency (daily or weekly) of Overdue reports and Lost Item reports discussed. Joe, Laure, Lois preferred weekly. Carolyn and Marianne will check with the department that handles these reports at their libraries.

Payment for Lost or Damaged Item Belonging to Another Library was reviewed. Luca to update the Default Pricing list to include Belleville to the libraries charging $5 processing fees.

Courtesy Borrower document reviewed the difference between owns property and owns a business was discussed. The statement owns property to be removed. Also delete the following PalsPlus comment in re: local agreements. *PALSPlus does not set the criteria for these local agreements; the policies under which our libraries register such borrowers pertain only to those individual libraries.*

Registering WP Borrowers - Marianne looking up the info re: calendar year of 12 month period for the card. Be aware that Line 1 address doesn't print. Address 2 is for WP address.

Registering the Open Borrower – confirm juvenile residency through legal guardian documents. User category 2 for town. Finalize and send to Luca.

Reviewed draft of Registering Regular Adult Borrower. Make user cat 4

Draft Registering Temporary Borrowers reviewed. Need to create a new profile for specific restrictions.

Paid-Other to be created by Joe

Hudson County to be created by Carolyn

Meeting was adjourned at 3:41pm