PALS Plus circulation committee meeting minutes

Thursday May 18, 2023

The meeting was called to order via Zoom at 2:10 pm

In attendance: Laure Barrett (Clifton), Joe DeCesare (Little Falls), Luca Manna and Carolyn Marrin (Cedar Grove)

Laure volunteered to take minutes.

Minutes from April 2023 Circ Committee meeting were approved.

Registering users @ PALS plus Libraries – The regular borrower as well as all borrower's should include choosing the profile prior to scanning a barcode so that the 'rule' for that profile is set (e.g. privilege period). Carolyn asked for volunteer to update the Non-circ borrower

Registering the Paid borrower and Registering the Paid (Caldwell & Little Falls) two separate documents can be combined into one and Joe will re-draft to reduce the unnecessary language.

Renewing cards for PALS plus members still under review with some possible policy language to be made. Luca will keep us updated on that.

Handling transits could now be called final draft – for review by members again prior to finalizing.

Modifying a user who moves between towns still in progress.

Holds procedures almost ready for final draft – reviewing (add more after looking at draft on drive)

Payment for Lost or Damaged Item can be final document we agreed that reference to default pricing is enough.

Overdue notices currently produced daily need some language adjustments in policy prior to changing to weekly.

Discussion about removing unused towns (e.g. BCCLS towns) in Cat 1 resulted in agreement for them to remain listed in the event it changes in the future.

Carolyn will try to come up with manual for core circulation skills. Meeting adjourned at 2:50 pm.