<u>PALS Plus Technical Services Committee Meeting Minutes:</u> 2023

The Technical Services Committee meeting was called to order on Tuesday, November 21, 2023 at 10:12 a.m. by Kristin Blumberg.

Present: Kristin Blumberg (PALS Plus, Chair), Heather Caldwell (Ringwood), Sawyer Conlon (Cedar Grove).

Absent: Cindy Corbett (Verona), Patricia Joyce (Woodland Park), Laura Pluymers (Bloomingdale), Janine Rinaldi (Wayne).

Approval of minutes: Approved.

Correspondence: None.

Old Business:

Set up and tested equipment for Technical Services Summit

- Tested out laptop input on screen for presentation (we will likely be using HDMI 2)
- Tested out logging into bluecloud on the same account at the same time
    - We used test account #3 to log in (just so we know which one definitely works)
    - We will likely have to log in to bluecloud on the chromebooks before attendees arrive

Brainstormed ideas for Summit

- Possibly see if maintenance staff can let us into the building shortly before 10am so that we have extra time to set up and get situated
- Name tags will be available at sign in for presenters and attendees
- Decided to add a stagnant visual on the screen during the introduction
    - splash screen from the eventbrite page
- Decided that attendees will be split into two groups, one group observing the Workflows presentation and one group trying out bluecloud
- We will have documents available for attendees
    - linking uncataloged items, linking serials, transferring powerpoint, BCA manual, abbreviations

Solidified schedule for Summit

- Sign in and refreshments from 10:00-10:30
- 10:30 introductory statement
- 10:30-12:00 presentations and questions
    - We'll have about 45 minutes for each station, but it likely won't take that long so we'll switch when both groups are done and play it by ear
- possibly add a closing statement? open up the floor to questions

New Business:

None.

Adjournment: Adjourned at 11:28AM.

Next meeting: Tuesday, December 19, 2023 at 10:00 a.m. via Zoom.

Respectfully submitted by Sawyer Conlon.