PALS Plus CIRCULATION MEETING MINUTES – Nov. 16, 2023

Virtual meeting via Zoom convened at 2:04 pm

In virtual attendance were Luca Manna (PALS Plus), Carolyn Marrin (Cedar Grove) Marianne Purcaro (Wayne) and Laure Barrett (Clifton)

Laure took the meeting minutes.

Meeting minutes from Sept. 21, 2023 had a few minor corrections which were done by Luca on screen and approved.

A discussion was held about holds, the time frames and behavior of how pull lists are configured. The system is set up to have the first available item fulfilling a reserve.

In reviewing open tasks of core documents:

Luca noted he's working with Hudson county members on their registration of new users and demographics fields and will be meeting with Gary Marks from William Paterson University and will discuss the calendar year or semester for registering students in our consortium.

Non circulating user registration core document reviewed and some minor changes were made and put to final.

The table for registering users will be tabled until all core documents are complete.

The Registering the ILL user core document can be left as is right now. Some libraries circulation departments might register and some might be reference librarians.

The courtesy borrower core document needs to be updated to remove the temporary borrower since there is the 'new' temporary borrower core document.

Luca suggested that the Modifying users between PALS Plus towns core document should reflect changes be made according to the policies of the 'new' library town. If there are fields that have information which the 'new' library wouldn't ordinarily input data, they can make changes based on their registration procedures.

Core skills for Circulation – Luca stated that overdrive (but he meant workflows) mentor portal may have training built within the curriculum which could function as a learning tool for training new hires.

The committee discussed member libraries not referring to Core documents for the purpose of continuity in performing certain circulation tasks. It was agreed that more communication from the committees and a more regular 'reminder' about important aspects, such as duplicate user checks could be very effective and Luca recommended that perhaps a regular forum discussion, possibly via zoom, could increase communication and awareness.

Laure brought up the possibility of a more regular transit clean up since many items have remained in pending transits for many weeks and the committee discussed the necessity for communicating between libraries when items remain pending for longer periods of time than should be.

Laure made the committee aware of her upcoming retirement and that she has another Clifton staff member in mind to be on the committee in the future.

Luca said he will reach out at the end of this year as to interest in participating in committees.

Virtual meeting adjourned at 3:33pm.