Web Refresh Task Force

Members:

Hal Bright

Jeff Slagell

Andra

Stephanie Fulton (chair and liaison to the Board)

Charge:

The Web Refresh Task Force will review the current Association website content and make recommendations for updates.

Focus areas for the Task Force included:

- Highlighting our calendar of events
- Reviewing content behind the Member login page for consideration for our public website
- Updating the Quick Links
- Highlighting Committees
- Determining display and archival policy for committee reports and other documents.

Activities/Updates:

- Committee met bi-monthly from May 2024 – September 2024 with Andra joining the team for most meetings which made the work very efficient.
- Requested and received Board approval for FY25 funds for continuation of the work.

Highlights:

- Reduced top menu selections from seven to six (moved Partners under About Us)
- Moved Bylaws under About Us (was behind member login)
- Committee Page(s)
  - Created new landing pages for all Committees and made consistent with charge and reports.
  - Separated Active from Inactive on main Committee page.
  - Added Committee Manual to main Committee page.
  - Require login for Committee membership per suggestion   .
- Added Annual Statistics to Quick Links
- Eliminated nested menu options the main menu. Made them direct selections (e.g., Buddy Program)
- Refreshed Meetings pages,
  - Consistency in naming of Business meeting

- o   One page for Matheson Lecturers that includes link to recordings.
  - o   Highlighting current years meetings in pull-down options.
- Member Center
  - o   Reduced text on landing page.
  - o   More links to content
  - o   Buttons at top for short cuts to Documents
- Incorporated more green and grey (button color) into Strategic Plan page and Library Director Recruitment

Recommendations for future work:

- Review website for recent changes and check functionality.
- Prioritize a review of the Member Center as this was the last area we reviewed.
- Consider more green/grey in pages (see Strategic Plan and Library Director Recruitment)
- Update Library Director Recruitment pages (work with FLC)
- Review Google analytics and make recommendations for future settings.
- Confirm workflow for adding and removing Library Director Openings
- Review and take action on recommendations for preservations and archives.
  - o   See details in Preservation document.
  - o   Review and update AAHSL's 2010 Record Retention & Disposition Schedule
    - ▪   https://aahsl.memberclicks.net/assets/documents/10-2010_AAHSL_Final_Record_Retention_Policy.pdf
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