Brooks Memorial Library
Technology Committee
Minutes
September 22, 2017
4:00 p.m.

1. Called to order at 4:16 p.m.
   Present: Matt Wojcik, Starr Latronica, Paige Martin, Jeanne Walsh, Howard Burrows, Amity DeAngelis (minutes taker)

2. Agenda / Changes or additions
   Town is having social media training Wednesday 10-12

3. Public Comments: None.


5. Old Business:
   ❖ Technology Plan
     ➢ The following ideas and suggestions for what should be in the technology plan were discussed:
       ■ Vision statement about library being primary source
       ■ Matt offered a suggestion for the tech committee mission statement.
       ■ Jeanne asked how specific we need to be about what technology related services we have.
       ■ Starr says we want to look for specific ways to implement the strategic plan.
       ■ Jeanne suggested that we make a list of things we want to do and compare them to strategic plan and where they can fit in.
       ■ Committee should focus more on policy/procedure level stuff and leave details to staff.

     ➢ The following ideas and suggestions related to specific actions that could be implemented by the technology plan were discussed:
       ■ First, we really need to look at library websites. Also need to look at IT policies to remove barriers. Looking at old policies to remove or change, assess our resource offerings (hardware and software) and examine what is being used. (Starr).
       ■ Some things that the tech committee wants to do don’t have to be in the technology plan specifically, as long as they are meeting the goals of the plan. (Matt)
       ■ Work with staff to find out how the tech committee can help with specific issues without micromanaging. (Matt)
- Review one policy a month, or have some sort of review plan/schedule. Read through policies to see which ones contain info about technology because there are some that include technology that are not specifically technology policies. (Paige)
- Put tech committee meetings on the library event calendar.
- Forge ties with bratt area tech group, more community conversations, etc. (Howard)
- Librarians as heroes publicity campaign. How to break through the public idea of libraries and what they offer vs what we actually do. (Howard)

➤ **ACTION ITEMS:**
- Committee members will work on a shared google doc for next tech committee meeting. This will include identifying parts of the strategic plan that we want to include in the technology plan, reviewing the ‘98 Standards that the library has to meet for the annual report to the Department of Libraries, and making suggestions for specific goals and objectives that should be included.

❖ **PRIVACY & SECURITY**

  - Privacy Policy
    - On hold until the Technology Plan is completed.

❖ **DIGITAL OUTREACH**

  - Help sessions update from Matt
    - Scheduled appointments are used and productive. Past month couple of patrons came for basic computer/office type work. Went over half hour slot but the sessions went well. Thinking about when in his schedule he might be able to add more regular slots. On the spot help continues as it has been. Lots of printing/wifi help.
    - Starr reported that she had someone at the farmers market praise Matt’s help.
    - In the past there was a volunteer that offered two slots a week. Matt hasn’t thought about adding more but would like to. There are also regular maintenance tasks volunteers could help with and that circ desk staff can be trained to do.
  - Facebook update from Paige
    - Ads are a good way to reach people that are not regular library users and don’t follow ibrattleboro or read the Commons.
  - Library website RFP
    - No action yet. Katie will look at ideas for good websites. Starr suggests paying attention to library listserves.
○ ACTION ITEMS:
  ■ Jeanne will start shared google doc for staff and committee members to share ideas for what they're looking for in a website preparation for hiring someone to write the RFP.
  ■ Committee members should look at AGILE approaches to website development. (Howard)

❖ INTERNAL HARDWARE & SOFTWARE
  ➢ Scanner - Matt & Klara - Solved via email
  ➢ Public access computing update
    ■ Matt is beginning to test the next generation of Userful to see if it would be a good candidate for any PAC needs, will be reporting to staff.
    ■ iPad ideas: Restricting use of ipads for catalog use, history room, or locking them to certain apps. Talked to lindsay about where we could physically mount ipad air in children's room. She might focus on using iPads for ages 5 and younger. Found a used Mac that might go into the teen room, Lindsay is working on that. It has MS Office, can install Adobe suite, photoshop, etc. Will get photoshop and premiere elements cheap from tech soup for library macs.
    ■ Hardware issues with older version of laptops. The computer refurbishment company went bankrupt in June that we got laptops from. Staff have done informal chatting about using laptops for standing stations that patrons can use for quick use without library card. Would need to figure out furniture.
    ■ PACs that are running Userful today: the one upstairs is old, downstairs ones are good, better than staff comps. Can get more screens per computer with userful.
    ■ Staff hardware upgrades are almost done, has increased life of workstations.
    ■ Server is currently being used for staff shared file space. Machine that’s providing that is old with old OS. Replacing that but maintaining the file sharing needs to be considered.
    ■ Backups are not currently working very well and will need to be addressed. Impression was that backups were going to be available through new town IT contract. Turns out that will only be done for the town server, not any employee work stations. CCI (management software from town IT co) has been installed on staff computers, which does Windows updates and such.
    ■ Need to figure out server or cloud backup that will work on its own, also need to have off-site backups.
    ■ Do have some cloud space from the new MS email etc. Need to check language on what company is allowed to do with shared files.
Need backups of files AND computers.


7. Adjourned at 5:50 p.m.