1. Called to order at 5:00 p.m
   Present: Starr Latronica, Jeanne Walsh, Howard Burrows, Klara Charlton, Amity DeAngelis (minutes taker)

2. Agenda / Changes or additions: none

3. Public Comments - lion (Lina)


5. Old Business:

   ❖ Technology Plan
     ➢ Brainstorming notes:
       ■ Jeanne provided the minimum standards for vt with her notes
     ➢ Tech plan suggestions:
       ■ Review policies and procedures related to access to tech
       ■ ILL Clover can allow patrons to submit their own requests
       ■ Cooperate with tech-related community organization
       ■ Trainings for staff and patrons are high priority
       ■ Class-style and individual trainings for both patrons and staff; include tutorial videos
       ■ Marketing

   ❖ DIGITAL OUTREACH
     ➢ Library website RFP
       ○ Jeanne:
         ■ Provided copy of the request form for staff suggestions about what the website needs (preparation for hiring someone to write the RFP).
         ■ ACTION: Talk to Alex (wikimedia) to get insight on what to include in RFP.
         ■ ACTION: Look at old RFP. Jeanne will email it to the committee. Begin compiling website suggestions from staff. Draft RFP by next meeting.
       ○ Howard: Discuss AGILE approaches to website development.
         ■ Agile works for all process management.
**ACTION:** Next Brattleboro Area Techies meeting will be about AGILE design. Howard plans to attend.

* **INTERNAL HARDWARE & SOFTWARE**

  ➢ Public access computing update
    - Paige and Matt were unable to attend this meeting, but Starr shared a brief report that Matt prepared in advance about Userful, PK, Librarica.
    - Sometimes patrons do have formatting issues between Linux and Windows, but most of it is internet based used.
  
  **ACTION:**
    - Make getting children’s computers highest priority. Recommendations for permanent solution by next meeting.
    - Implement permanent solution by February break?
    - If Userful ends up being a separate issue from children’s computers then have a Userful suggestion by the following meeting.

6. **New Business**

7. **Adjourn**