Brooks Memorial Library Technology Committee
Minutes 1/23/2019

1. Call to order

2. Agenda changes or additions – none

3. Public comment – none

4. Old business
   A. 24 inquiries regarding RFQ - only 3 proposals received
   B. Using the point system rubric developed at the last meeting, only Green River(GR) measured well:
      5 - Knowledge/scope
      5 - Knowledge of Brooks
      5 - Previous performance
      5 - Knowledge of library practices
   C. GDH and Revize sent canned, nonspecific material, GR is at least local

D. Comments/Questions - step back from process?
   • Could we write our own RFQ after all? **Possibly, but not preferable.**
   • Should we consider sending out another RFQ? **No**

E. Consensus - not accept any as is, GR could be invited to look over a restructured RFP to make comments?
   • Neither of the other two.
     o a. Understood the question
     o b. Understood Brooks

F. Would it make sense to potentially have a subgroup meet with GR? **Yes**

G. Other Concerns – Website statistical data: how to obtain and utilize meaningful data to be retrieved/analyzed by us and GR – would this help the process?
   • Demographics and data usage - not pay for the same work twice, how can we best use that? **To be discussed.**
   • Work with Town Planning Department to use some of their existing data? **Possible.**

H. Could there be an initial Q/A meeting with Green River to determine if we want them to proceed with this project? **Yes, recommended.**
   • Disclaimer: Leo, Howard, Klara and Starr have personal or professional knowledge of various members of GR’s team.
   • Who should be on a sub committee? Only some persons should talk to GR.
   • Starr, Jeanne, Chloe, Matt, Klara
   • Subcommittee plans to meet before any meeting with GR

I. Questions for GR: An exploratory meeting to find out if they want to work with us, and we want to work with them, and if we will proceed with them for an RFP writing process.
   • Are they bringing it to a place that is more of a technician builder's step stool towards finishing the project, thus reducing the total cost of the web redesign?
   • Howard has strong personal connections to GR
   • What do we need to discover in order to write an RFP?
   • Can we have more details about what the deliverables from this process would be?
   • Would results of RFQ lead to a more fleshed-out conceptual project for which the follow-up would be more specifically technical?
   • What might the rest of this process cost?
   • Interim solutions, would it help to identify to inform our most serious pain points?
   • outdated Joomla