Brooks Memorial Library
Technology Committee Minutes
Wednesday, Feb. 27, 2019 4:30 pm

**Agenda**: no changes or additions

**Public comment**: none

**Continuing business**: discuss responses to the RFQ. We broke down our discussion into the subject categories Starr identified when she updated us on her initial talk with Green River.

**Analytics**:

- Klara and Starr will look together at the Google Analytics and prepare highlights, such as, what are people accessing, on what kinds of devices? Also, Klara will send the committee members all the reports she ran.

**Inventory**:

- This means current sections/features on our site that we need and don’t need.

For the categories below (problems, needs, and dreams), everybody on committee will write their lists and send to Chloe by end of business Friday, March 1st. She will compile them before our meeting with Green River.

- **Problems**: Pain points are crucial, and giving examples helps illustrate needs.

- **Needs**: These would be basic, required things, expressed in general ways, e.g. clear navigation, clean design, etc.

- **Dreams**: e.g., patrons can log on and reserve their own meeting room space, multiple language translations, single login throughout the site, etc. If we generate our ideas, we would look to Green River to help us prioritize them and determine what’s right for us (“what’s a $2000 dream, and what’s a $100,000 dream?”)

What kind of a discovery phase we can afford? In discussion with Green River, we’ll make informed choices about how deep we go.

Starr will be the point person with Green River and (at Green River’s suggestion), with the vendor as well. She will get in touch with GR next week and send them the material compiled by Klara and Chloe, and will talk to them about the agenda for the meeting.

**Adjourned** at 5:30.

**Next meeting date**: 3/27/19