Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann; Debra Loey-Reyes
Staff: Jerry Carbone; Jeanne Walsh

1. November 6th minutes approved unanimously.

2. Old Business: VDEP equipment policy discussion
   - We reviewed draft user agreements: E-Device/Equipment, as well as Library Laptop for In-House Use.
   - We directed Jeanne to make edits based on consensus from discussions to clarify items such as: the difference between under-16-year-old patrons and their signing parents; where the in-house laptop can be used within the Library; communicating the costs associated with each item as repair/replacement costs.
   - We also discussed whether late fees are waived if an item is declared lost and a replacement cost is paid. It is in practice, but the more general Fines and Fees Policy needs to be updated to reflect this practice, and it will apply to all borrowed items, including e-devices and equipment.
   - Loan periods have not been determined for new equipment other than laptop. AV equipment is already for three days, so we’ll make the non-laptop equipment be three days.
   - Clarification is needed for parents who sign the user agreement that their child can borrow these items from now on. Children who borrow the laptop will also have internet access, so the laptop will only be available to children with the patron type “Child Internet Permission.” This status is also determined by the parent or legal guardian and requires a parent/guardian signature on the child’s registration form.
   - Next action: Jeanne will make the edits discussed in the meeting and bring the updated draft to the January board meeting for review. If the Tech Committee meets before the Jan. board meeting, the committee will review the edits then.
   - Next action: Jerry/Jeanne will draft updates to the Fines and Fees policy to include a listing for in-house laptop use and other VDEP equipment loan periods, as well as the indication for all borrowed items that late fees are waived when an item is lost and a replacement fee is charged. These updates will be reviewed by the board in January.

3. Old Business: EDGE Survey discussion—tabled until next meeting. Jeanne will enter her handwritten entries in the website and see what feedback it generates in its auto-generated reports.


   - Biblioboard has backlist and midlist e-content for an added fee, as well as public domain items. It’s attractive and easy to access, but otherwise may not offer much new.
• Its most promising feature may be BiblioBoard Creator, which lets you upload, describe with metadata, and share your content. The interface is intuitive, and customization is easy. Using Creator, Massachusetts libraries have high school yearbooks, archived letters, town reports, and photos of children’s games and toys available for play at the library.

• BiblioBoard SELF-e is for local authors to submit their own book. The library can create an anthology of all the submissions. SELF-e is a collaboration with Library Journal.

• After the webinar, we discussed that BML already has scanned items without metadata, and there are photographs by Porter Thayer available to us that could be organized and shared with BiblioBoards Creator.

• The entire package (e-content, Creator, and SELF-e) is offered to us $1000.00 at a significant discount.

• Adam shared that there is open source software that does the same output as BiblioBoard Creator, but it’s less intuitive and requires more up-front set-up.

**Next action:** Adam will share with us open source options at the next committee meeting.

**Meeting adjourned at 6:10 p.m.**

**NEXT MEETING:** TBD via email/online poll sent by Jennifer