Brooks Memorial Library
Technology Committee Meeting Minutes
February 5, 2015, 4-5:40 PM
Local History Room

Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann (minutes-keeper); Debra Loevy-Reyes
Staff: Jerry Carbone; Jeanne Walsh

1. January 8th minutes reviewed without changes.
2. No public; no public comment.
3. Old Business:
   - EDGE Survey
     o Jeanne passed around EDGE action plan items that can be accomplished in February.
     o Included in the above are tech drop-in sessions:
       1. First Tuesday & Friday of each month
       2. One session so far, no attendees
     o Next task: Consider longer-term and question-marked action items for the new technology plan.
       1. They can form the foundation of a tech plan, while still asking what might be missing from the scope.
       2. We should also keep in mind what opportunities may shape what we want to do—for example, the 10 donated laptops.
   - Brattleboro Area Techies (BATs) debrief
     o Three of us attended (Jeanne, Jerry, Howard) the Jan. 22, 5:30 p.m. networking meeting.
     o One techie, a networking person, would be interested in either scheduled once-a-week drop-in hours and/or a program (such as “iPad One-on-One”).
     o Perhaps this is not the right group to recruit for programming—too sophisticated. Like surgeons teaching first-aid. High-end tech work.
     o Phillip Legault, information systems manager for Zackin and a library user.
     o Another guy runs Grassroots.com, a web-based software system for constituents to contact their congressperson by email/voicemail, and know when their message has been opened. They want to work with libraries and the library website for civic engagement. Nonpartisan.
     o BAT is currently focused on developing a coworking space (a shared workspace that provides tech equipment and wifi). Looking at Brooks House to potentially plan something if they could get someone to run with it and market it and get a critical mass of people interested.
     o Continued participation in these BAT meetings would be useful to open up future opportunities.
     o BATs meet 3rd Thursdays; next meeting is Feb. 19.
   - VDEP equipment
     o All being cataloged, BML name etched.
Jerry has petitioned the Catamount network to add a Catamount item type: “in-house equipment” and should receive an answer next week.

- **Laptop donation update**
  - We’ll receive 10 laptops in March
  - **Next action:** We’ll revisit our eDevice laptop policy and related procedures in our March Tech Committee meeting.

- **eDevice Loan Agreement draft with input from library staff**
  - Picture ID: should be referred to consistently rather than “or other ID”
    1. Suggestion that the Computer Use ID should require the photo ID but the Borrower card wouldn’t require it.
    2. Computer Use ID doesn’t include patron information, and so photo ID allows us to trace them better.
    3. The photo ID could also serve as collateral; and so perhaps the collateral can be something other than photo ID but still valuable.
    4. Or, do we want to shift any computer use of any sort to need a full ID?
      - But door gates would beep.
      - And the laptops and VDEP equipment were free.
  - **Decision:** require photo ID for Computer User Card; the Borrower Card alone is sufficient (no photo ID, no collateral).
    1. We’ll try it and see how it goes, revisiting the collateral option if need be.
    2. Temporary card would also suffice on its own because it has ID info and borrowing privileges.
    3. This decision affects wording on both policies.
  - Inclusion of late fees on the user agreement
    1. Perhaps leave out and refer to late fees because they vary per device?
    2. **Decision:** Since the fees are a deterrent, include the numbers as a range.
  - Laptops: two-hour loan
    1. Can items be renewed? Yes, once, if there’s no hold on the item.
    2. In practice, there’s flexibility for more renewals and definitely more checkouts, but it can be helpful to have the structure of a policy when needed.
  - Our borrowing policy needs to be updated (e.g., number of items that can be borrowed) to be congruent to what’s in Catamount.
    1. The fines are fine.
    2. **Next action:** Revisit wording in the March Tech meeting.
  - **Next action:** Jeanne will send updated policy language to Jerry for inclusion in the Board packet for the Feb. 10 meeting.

- **BiblioBoard vs. open source options (specifically, Omeka)**
  - Jerry emailed Jess Weitz who is familiar with Omeka, and she could help us with it.
  - UVM uses Omeka: [http://badger.uvm.edu/omeka](http://badger.uvm.edu/omeka)
  - Adam, who works with Omeka for Marlboro College, says Omeka is pretty basic and user-friendly for an open source platform.
Can Omeka do audio and video like BiblioBoard? Yes. But there might be a limit on video size—it’s a question of server space and being interactive.

Omeka is easy on the tech end, harder on the archival end—it asks you for Dublin Core metadata up front.

With either BiblioBoard or Omeka, we’ll need to explore policy issues for who gets to post what collections, what content (e.g., town departments, and then who?)

**Next action:** We will pursue a BiblioBoard trial and have Jess Weitz do an assessment of Omeka vs. BiblioBoard from the perspective of overall usability and town depts. creating their own collections.

**4. New Business:**

- **Discussion of the Read bequest: Technology possibilities**
  - Digital Scanning Project
    1. Create the items to curate on Biblioboard/Omeka.
  - Tech Mentor Intern
    1. Someone to train tech volunteers.
    2. Something like State Librarian Marty’s vision for VY funding.
    3. Matching grant opportunity—not a staff member the library would fully fund on an ongoing basis.
  - Coworking space with tech equipment
    1. In the room adjacent to the local history room?
    2. (There are other competing visions for this space.)

- **Beyond the Book fundraiser by the Friends (agenda addition from Howard)**
  - Mary Ide and Howard working together on this project.
  - Mary Ide is looking at fundraiser featuring altered books.
    1. She talked with Fine Arts Committee.
    2. Brattleboro store fronts to host altered books in storefronts around December for gift-giving season.
    3. Literary Festival: inviting David Alloway to talk about and show the St. John’s Bible with the Hubble Telescope illumination.
  - Howard connected to Buzz Spector, chair of art dept. in Cornell, etc.
  - Howard wants us to consider the tech potential of this event. (Like how BiblioBoard/Omeka could display or be altered books, for example.)

**5. Next meeting:** March 5: 4-5:30 PM, Local History Room

**6. Adjourned at 5:40 PM**