Brooks Memorial Library  
Technology Committee  
MINUTES  
June 24, 2015  
8:30-10 AM, Meeting Room

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

1. Call to Order / 8:30 AM
2. Agenda/Changes or additions (See #7 below)
3. Public Comment (None; no public)
4. Minutes of **May 20, 2015** (Approved)
5. Old Business

* Laptop donation:*
  o Recent email from donors reiterates “Not yet.”
  o Jeanne will check with the Rutland library, which was slated to be the first recipient.

* Printer/Scanner/Copier:*
  o Jeanne talked to Randall from Rutland about their experience switching to SymQuest, which is near them and provides wonderful service. SymQuest is about to be sold; impact to be determined.
  o We have choices beyond SymQuest (e.g., Newton Business, Conway). Rutland says all are comparable price-wise, but all with different package configurations, so he says go with who you want to work with. Adam pointed out it might also be helpful to choose the ideal package.
  o Rutland kept their coin-op b&w copier—good and easy for basic patron use. We probably want to as well.
  o Although all Rutland staff are trained, the patrons who use the more advanced tools know what they’re doing.
  o Rutland charges $.15 b&w, $.35 color with a small profit annually ($200-300). We currently charge $.10 and $.25, and $2 for the first five pages scanned. Staples charges $.085 cents for up to 100 b&w copies/printouts and $.42 for up to 50 color copies/printouts.
  o Rutland had to do a lot with DII who does our fiber network to work around their coin box they had recently invested in at great expense, and R. is thinking we might have a better experience with DII because we don’t have a coin box to accommodate. So, they recommend having a coin box that comes with the system we purchase so it’s already compatible.
  o We currently use the honor system for payment. Staff sometimes have to enforce it. Jerry analyzed use and payments a couple years ago, and it was a fairly close match.
  o Will the display show the cost of the print/copy/scan job? (That would be helpful to avoid errors after the person pays.)
  o We might need a separate machine for Userful, which is on the public computers. For example, it doesn’t use wireless. We are looking towards having fewer Userful workstations—for example, using the future laptops as stations. We need to make sure the Userful machines can print.
  o Newton is working on a proposal for us.
  o Conway remains interested in our business.
Next Action for Jerry: Talk to Userful about printing.

Electronic Services Support Specialist position:
- 6-7 applications; 3 strong, 2 of which were very strong but with very different profiles.
- Bringing both in for second interviews if both remain interested.
- Each would need at least two weeks’ notice for their current work.
- Perhaps end of July for target start date.

Library school student support of digital scanning project: Our request is under consideration by the offering institution, and they’ll get back to Jerry within several weeks for an undetermined August visit.

Makerspace grant for toolkit for Children’s Room programming:
- Jerry checked with the town’s grants projects officer, and since there’s no money involved, we don’t need to apply via the town.
- Aug. 3 application deadline; August 15 award date.
- It’s a two-year commitment requiring two or more programs in the first year, plans for future programs, and willingness to describe our experience in a conference or workshop.
- Jerry is talking with Lindsay and Paige about feasibility.
- Howard wonders if they need volunteers—at BAT (Brattleboro Area Techies), he talked about it. One works at KidsPlayce.

BiblioBoard:
- We’ve resolved the offsite login issue.
- Jeanne wonders if a login is required to access what we scan.
- Next Action for Jerry or Jeanne: Ask BiblioBoard if they could make available self-curated items without a login.
- Jerry and Jeanne looking to how to advertise it.
  - Download apps to our iPads.
  - Feature on the website.
  - Advertise at the main desk with the paper propaganda BB sent.
  - Put in newsletter.
  - Orient staff via a workshop.
  - Announce in the newspaper—combine with announcement of new Electronic Services Support Specialist. (Deb’s suggestion.)
  - Introduce SELF-e at Literary Festival.
  - Provide community workshop for Creator (the self-curating tool).
  - Present in stages, and with the new Electronic Services Support Specialist.
  - Next action for Jerry or Jeanne: Find a volunteer who’s willing to try out SELF-e. Deb volunteered her children’s writing. Or talk with someone who has used SELF-e and ask them about the experience.
  - Next action for Jeanne: Coordinate with Maple Leaf Writing Project for the future. Deb’s kids for guinea pigs to try SELF-e.
  - Next action for Jerry or Jeanne: Newspaper article to feature both new staff member and new tool.

6. New Business

Digital Public Library of America: Usability survey, June 26:
- 10 a.m.-2 p.m. Angele Mott Nickerson will be testing.
- She designed the new VT Dept. of Libraries website.
- We met her at VLA and asked her to include this library in her testing.
- Jerry is looking for freebies from town as a thank you.
Jerry has a press release that went to the *Reformer*.

**Next action for Jerry and Jeanne:** Ask volunteers, board to participate in testing.

Jeanne will observe to learn more about usability testing.

Jeanne’s shared insights from VLA session on website design:

- Takeaway: “I can’t emphasize enough—take away the words.”
- Same with in signs: need to read from 6 feet away or it’s a flier.
- “TLDR” (too long didn’t read). There’s a podcast by that name.

7. **Additions to the Agenda**

- **Announcement:** *Children’s room launched FB page.*
- **Howard’s June 23rd email about library director recruitment:**
  - Jeanne expressed concern that the staff have not yet had input into the job description.
  - **Next action by Jerry:** Jeanne, Lesley and Lindsay will be sent login access today.
  - Plan is to advertise by July 10.
  - Jerry G. working on a press release of retirement/search.
  - **Next actions by Howard:** Email Jerry G. feedback. Howard also plans to contact Jane as Planning Comm. chair.
  - **Next action by Jerry:** Will give Jerry G. heads-up that Howard will contact him and that Jerry C. will solicit feedback from the staff supervisors.

8. **Adjourned at 9:58 a.m.**

**NEXT MEETING DATE:** July meeting TBD via Doodle