Present: Howard Burrows, Jennifer Lann (minutes-keeper),
Staff: Jerry Carbone, Jeanne Walsh, Paige Martin, Adam Franklin-Lyons, Cal LaFountain
Absent: Debra Loevy-Reyes
Guest: Katie Montgomerie, volunteer

1. Call to Order / 8:30 AM

2. Agenda/Changes or additions (See #7 below; Also: began meeting with a multifunction printer demo/2nd item in Old Business)

3. Public Comment (None; no public)

4. Minutes of November 9, 2015 (Approved)

5. Old Business

- **Technology Help Sessions with Cal: Update**
  - More repeat customers, some with ongoing projects (e.g., compiling a book, building a website), than one-time (eBooks, other library stuff).
  - Just some cancellations and no-shows.
  - Jerry: **next action for Cal:** might be good to have a Brown Bag or some other session with people who did ongoing projects talking about how it went and how the library helped. A few sessions for device quirks. Not the main focus.
  - Per week: six sessions. Human part is really successful. High tech, high touch.

- **For another meeting:** Reexamine the phone system labyrinth for our callers.

- **Multifunction Printer Install**
  - Began the meeting with a Multifunction Printer (MFP) demo on the main floor.
  - It arrived Saturday.
  - Patrons successful with it so far, either independently with assistance.
  - Issue with DII (Dept. of Information and Innovation) about wireless printing.
    - Concerned about connecting wireless network with wired MFP: hacking potential for this library to infect the many other libraries on the network.
    - Rutland library does accomplish it.
    - **Next action:** Jerry is going to schedule a conference call between DII and the PaperCut (ACDI company) release station person.
    - **Next action:** While we wait, we could have flash drives available at the front desk, keeping in mind that it might bypass the coin box for printing. (And isn’t a flash drive a hacking potential already? But a port is more serious.)
    - Our Mac computer is recognized as an accepted address on the network. Maybe we could configure our laptops with the Mac address.
  - Should we charge by scan job? Helps to keep stats. Use a sign. Don’t want people to monopolize. We should look at the fee schedule. Or do a suggested donation. Like the suggested $2 for visitor use of the computers.
Could we wirelessly print from the Children’s Room? Yes, technically. It would stay on the release station job list until paid for and released.

- **BiblioBoard Update**
  - Biblioboard update: nothing new.
  - Metadata isn’t a technology project per se; it’s old-school library work.
    - Cal had done a lot of scanning.
    - The time for the metadata (cataloging) is harder.
    - **Possible next action:** Maybe Jerry could be our cataloger for this in a couple of months.

- **BML Pinterest Site (Katie Montgomery, volunteer)**
  - Katie was in finals so no new work.
  - New books boards don’t make sense until there’s a library homepage link, but other pages (boards) are good.
  - Paige asked Barb to add a Pinterest button to the website.
  - There’s a way we can link to Pinterest from Facebook.
  - There’s an email from Barb for them to consider: **Next action** for Jeanne, et al.: Pinterest would be on each library page.
  - Book images are from GoodReads so that the images link to Good Reads.
    - The written link Katie puts below the image links in some browsers/devices and not in others.
    - She wants the data below the image to have the link to our catalog.
    - Sometimes you have to copy and paste. Is that sustainable?
    - **Next action:** Send to Katie: any suggestions for boards?
  - Paige added a Children’s Room crafts board.

6. **New Business**

7. **Additions to the Agenda:**
   - Paige attended a webinar on effective library social media use.
     - Her attendance sives us an Adobe packet with Tint Up for download. It’s a social media thing. Branded interactive social media experience for your patrons.
     - What do you want to accomplish with your Facebook page? For us, it’s drawing participation in our programs.
     - People spend 27 hours/month on FB and 21 hours of those via Smartphones.
     - Affinity, how recent, how much wait they carry for posts.
     - Only 16% of posts are being seen because there’s so much being posted. A lot of competition, and yet it’s worth it.
     - **Tips:**
       - Inactivity is bad. Frequent posts are good.
       - Call to action button can be changed to be anything you want, like “Contact Us” or “Look at us here” and draw them to the website.
       - Posting on other FB sites also important. Not necessarily other libraries. Instead: other community events. Like Strolling of the Heifers.
       - Respond to questions. 70% don’t get responded to. Crazy.
       - Post one to two times a days on Facebook during weekdays. Pinterest: five times. Twitter: three.
- No posts more than 250 characters. TLDR (“Too long; didn’t read”)
- Don’t just list events and library promotion. Post human interest items, like patron of the week (akin to Humans of NY).
  - **Next action:** Paige will write up and email us notes.
- Howard encourages us to attend ALA Midwinter. **Next Action:** Coordinate with Howard if you plan to attend.
- Children’s room iPad update: how to secure them so they don’t break. A stand or pivot system. **Next Action:** Paige will talk with Jerry. Possible update for next meeting.
- Katie: Screen casts: next meeting. Camtasia account=tutorials. We have Screencastamatic. **Next Action:** Katie will talk with Jeanne to look at together.
- Paige reports that the Makerspace workshop went great. January is Maker Month.

8. Adjourned at 9:35 a.m.

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