

Brooks Memorial Library
Technology Committee
MINUTES
March 21, 2017
8:30-10 AM, Local History Room

1. Call to Order / 8:37 AM

Present: Howard Burrows, Adam Franklin-Lyons, Jennifer Lann (minutes-keeper)

Staff: Starr LaTronica, Matt Wojcik, Jeanne Walsh, Paige Martin

Absent: Katie Montgomery, volunteer

2. Agenda / Changes or additions:

- Howard: State library hiring a technology librarian. Masters in Library Science preferred but not required, and he was disappointed by that.
- Jeanne: There will be a new interlibrary loan system statewide—potential for a shared catalog at the most, changing ILL at the least.
- Jeanne: Will post on library website ALA's resource on fake news.
- Starr: Parenting for Social Justice facilitator sent a book list we can post on the website and Facebook.
- Starr: Exploring software possibilities for index for community information. Berkeley Information Network is a great example for a community information resource.
Next action: Discover how they do it and learn from that for us.
- Matt: Was contacted by Burlington's Fletcher Free Library in Burlington for advice on laptop circulation.

3. Public Comment: No public; no comment.

4. Minutes of **February 16, 2016**: Approved.

5. Old Business

- **Actions for technology service priorities for the 2017-21 strategic plan**
 - **Next Action:** Jennifer will send them to the committee as an FYI.
- **Update the library's privacy policy**
- **Online privacy education**
 - Paige: would like to see workshops. Jeanne: It's in the new strategic plan, but right now might not be the best time to launch a new thing. Starr: option to hire someone; money for professional services in the budget. Or a joint presentation with Paige. Paige: did a workshop for the Women's Freedom Center. Paige could offer that workshop for the public. Another for staff and trustees. Like a morning/evening (staff morning/public evening). Teaming with Katie, possibly. **Next Action:** Paige will plan a workshop.
- **Create an action plan for staff to protect patron privacy**
 - Even though this item is in the new strategic plan, it still needs to be an ongoing item for our committee.
- **Technology help sessions update**
 - Half of Matt's slots are full.
 - A lot of questions from the floor, some of which end up being appointment length.

- Feedback that the new public workstation location is favorable.
- **BML Pinterest site update (Katie Montgomerie, volunteer)**
- **Children's Room iPad stands update**
 - We have them, don't know where to install them. Parents already complain about presence of computers.
 - Or consider checking out ones for teens and also maybe parents with kids. Matt: could experiment with a stand and an older iPad for a first floor cataloging station. Starr: ask the Friends for some LaunchPads—a rubber bumper. Matt: Kindle Fire kids edition is inexpensive tablet option for kids with free replacement.
 - **Next action:** Paige will talk with Lindsay about where to put them, and if they actually do want them.
 - Paige: Awe Station is up and running in the Children's Room. Loaded with games for kids ages 3-9. Smaller mouse and keyboard. Time limits built in. Touch screen. Paint program, spelling program. Matt: Touch screen protector would be a good idea.
 - **Next action:** Matt will look for options for a touch screen protector for the Awe Station.
- **Phone system directory**
 - Just needs to be recorded.
 - New phones in budget for new fiscal year, but there may be an update about that.
 - Matt has a handle on it and can work with staff.
- **Updating staff computers**
 - It had looked like the Town would take care of it, but Matt got some clarification about the Library's inclusion in the Town IT plan.
 - It's going to be a long time before the Library will be up for replacement.
 - The goal is to replace a quarter of the Town's computers a year.
 - There are non-Library staff with much older machines than the Library.
 - Matt: For now, the Library should budget for its own replacement cycle.
 - Staff computers are reasonably close to each other in age.
 - With some upgrades, they could get up to speed (literally) to meet our needs in a more economical manner.
 - Paige: Children's Room catalog search computers are really tired. Matt is looking for a replacement for Useful for the cataloging stations which should help.
- **Visions for public access computing on first floor and Children's Room**
 - Matt: Ongoing and making progress.
 - More laptops are available for circulation.
 - Friends provided five more that are becoming ready for circulation.
 - Long-range plan is to be able to decrease the number of desktop computers.
 - Renovation is providing more laptop friendly spaces.
 - Looking to replace Useful on older machines, with a priority for the two catalog stations in the Children's Room so the catalog works faster.
 - He asked Dii (our network provider) to make a change to our firewall so that public wireless devices can print directly without having to email it or have it be a PDF only, and they made the change, and Matt will test it soon.
 - Our laptops will be pre-configured.
 - Matt can help patrons set up their personal laptops in person or on a card of instructions.
 - The email/PDF print option will still be available.

- Looking at replacing Useful entirely in a way that can still protect patron privacy, protect integrity of the machines, session timeouts, and authentication against patron database, so that patrons with fines must come to the front desk first.
 - Matt will examine the new release of Useful to see if that would meet those requirements.
 - Matt will talk with various staff for their needs, including what Paige mentioned about capacity to play games.
- Howard: asked if we had a visual of the many hardware/software we use, and Matt agreed it would be a good idea.

Next action: Matt will explore making a library technology map a reality, especially as these items are in flux, and so it would need to be moveable, not static. With a glossary.
- Matt: Tech intern volunteers could keep our laptops up-to-date. Weed our old tech books. Paige: Career center/BUHS could have a tech tie-in. Article in the Commons recently. Need for training programs for job openings in Vermont that need technical skills.

- **Meeting Room technology policies**

- Resolved. Matt working on documentation to help patrons use the technology.
- Adapter challenges.

- **Meeting Room reservation software**

- Starr is looking at software calendar for reserving meeting rooms.
- Plymouth Rocket will do a demonstration for us, and we may look at others as well.
- Right now we use the events calendar to record who is using the room.
- **Next action:** Need to make sure staff know what the temporary reservation recording solutions are (e.g., events calendar, Google Calendar), especially as we add rooms to reserve.
- Jeanne: Future library website may have a feature for reservations.
- **Next action:** Library staff meet to discuss needs and logistics.

6. Adjourned at 10 a.m.

NEXT MEETING DATE: TBD by a new, to-be-appointed chair.