

Brooks Memorial Library  
Technology Committee  
MINUTES  
May 23, 2017  
4:30-5:30 p.m.

1. Called to order at 4:50 p.m.  
Present: Jeanne Walsh, Paige Martin, Starr Latronica, Howard Burrows, Adam Franklin-Lyons, Amity DeAngelis (minutes-taker)
2. Agenda / Changes or additions:
  - Howard - Would like to discuss polling staff about how the tech committee can best serve them.
  - Starr - Technology Plan
3. Public Comments: None.
4. Minutes of [March 21, 2017](#) approved.
5. Old Business:

❖ PRIVACY & SECURITY

➤ Privacy Policy

- The following topics/ideas were discussed in relation to updating the privacy policy:
  - Retention of Records policy has been updated.
  - Note/statement of which online services collect patron information (reflected in strategic plan)
  - Statement for PACs about retaining info and access to info (need to log out!)
  - Identify which info Useful keeps
  - Educate about choice to abridge privacy, can't guarantee sources won't change
  - Disclaimer - third party pop up
  - Warning on wifi connection page
- **Action:**
  - 1. Paige will look at comparative library policies.
  - 2. Staff will write an action plan.
  - 3. Tech committee will review the action plan and make a policy.

❖ DIGITAL OUTREACH

- Help sessions: Going well. Patron told Starr how incredibly helpful Matt has been.

- Online Databases: Jeanne reported about a patron that loved [Lynda](#). Recommended [Zinio](#).
- Social Media:
  - The following topics/ideas were discussed:
    - Is BML Pinterest really needed? Facebook is a more useful social media tool.
    - Should we use [LibGuides](#) for social media and web design?
    - Town is revamping social media policy, which will affect our use of social media.
    - How will facebook help our long-range plan?
    - Klara Charlton - get on committee?
  - **Action:**
    - Jeanne - Ask Katie if she'd be interested in working on BML FaceBook page, investigating LibGuides, help craft a vision for new website design.
    - All committee members will do a visual survey of library websites that look and work well.
    - Best websites will be emailed to the rest of committee as examples.

❖ INTERNAL HARDWARE & SOFTWARE

- Town is updating plan for staff computers, so the library is hoping to have much of the necessary upgrades covered through that.
- Matt (absent) has a vision for future Useful or similar software use, but since he is busy with other duties and Useful subscription has been renewed for the next 6 months, we will check in again about it in the fall.

6. New Business

❖ Technology Plan

- The technology plan will be added to future agendas to be updated. It is needed for certain grants. Part of developing the plan will be to hear from staff how the technology committee can best serve them.

7. Adjourn

**NEXT MEETING: Tuesday, June 20, 2017 at 4:30-5:30 p.m.**