

Brooks Memorial Library  
Technology Committee  
Minutes  
June 21, 2017  
4:30 p.m.

1. Called to order at 4:50 pm  
Present: Starr Latronica, Jeanne Walsh, Howard Burrows, Adam Franklin-Lyons, Matt Wojcik, Paige Martin, Amity DeAngelis (minutes taker)
2. Agenda / Changes or additions  
Old business- telephone message
3. Public Comments: None
4. Minutes of [May 23, 2017](#) Approved
5. Old Business:

❖ Technology Plan

The relevance of a technology plan to the library when a strategic plan that includes technology has just been completed was discussed. It was determined that many of the ideas can be used from the strategic plan but a technology plan should contain more specific action items than the general strategic plan. Although we do not need to have a separate Technology Plan for grants because Brooks doesn't pursue many tech grants, we do need it to meet the VT DOL Minimum Standards, which are reported annually.

The vision of the Technology Plan was discussed as well. Many topics were covered including how to use media to create collaborations, how to use technology to meet broader library goals, and how to include technology that is not computer or internet based. Some specific ideas included:

- Observatory/weather station tech on top of library
- Look through strategic plan and list its goals and come up with specific actions that will meet those. For instance there is a hardware replacement problem, what will we do about it?
- Can look at goals that are not just tech but also collection development, etc. Maybe tech comm can periodically look at strategic plan and brainstorm tech means of assisting them.
- Identify and engage community with tech plans instead of just a piece of paper. Strategic plan emphasizes community action.
- We may want to continue with the vision of the past technology plan: *Library should be primary information access point for community*. Connect tech resources with people in the community. How to manage the complexity of available technology and help patrons decide what they need and don't need. Also apply to services that the library provides that are not directly with patrons.

- DVD resurfacing program for patrons.

**ACTION:** Make a scaled-down version of the old tech plan to meet 98 Standards.

**Homework:** Read through the strategic plan and come to next meeting with list of at least 5 points from it that we think are important to address in the tech plan.

#### ❖ PRIVACY & SECURITY

##### ➤ Privacy Policy

4 members of tech committee were able to attend a privacy seminar led by Jessamyn West. She had a great attitude about modeling for patrons that “yes, you can do this.” She offered healthy “think about” suggestions; what do you want to protect, what is the reality of that being targeted? Jeanne mentioned the San Jose public library link on our “search and learn” page, we might want to just highlight that when we get to education portion.

Points discussed about the Privacy Policy:

- Tech and privacy should always be on our radar. Is there help we can bring to people?
- Can also look at it inverted, emphasize content areas.
- We will prioritize the Technology Plan over the Privacy Policy.

#### ❖ DIGITAL OUTREACH

Matt gave an update on help sessions:

- Regular appointments for help sessions fluctuates. Drop-ins for 15 min or more are increasing. First one by phone tomorrow.

Social Media discussion points:

- Can we have input in town’s new social media policy? Starr answered yes.
- Klara is joining the tech committee and is social media savvy.
- Paige would like to pay for facebook ads in order to increase diversity of who we are reaching out to. FaceBook ads can be used to reach people that don’t know about library events already. Tech committee agreed that she should try and see how it goes.

Looking at features of library websites that work well and that we would like to implement for the Brooks website was briefly discussed and will remain on the table. Katie will be working on this and help us identify what we want. She is taking a course about this now.

#### ❖ INTERNAL HARDWARE & SOFTWARE

Update from Matt:

- Useful will kept being worked on at a low level.
- Just ordered hardware improvements for staff that will extend life without getting new hardware.
- Town’s new IT provider strategy is to have a rolling replacement of approximately ¼ of the town’s machines every year. Because the library’s machines are good

(newer/better than other department's) Brooks will not be in the first round and probably not the second round of replacements.

6. New Business

7. Adjourned 6:20