Brooks Memorial Library
Technology Committee
Agenda
August 2, 2017
6:45 p.m.

1. Call to order 7:00 pm
Present: Starr Latronica, Jeanne Walsh, Matt Wojcik, Adam Franklin-Lyons, Howard Burrows, Amity DeAngelis (minutes taker).

2. Agenda / Changes or additions - Children's room computer, select board anecdote

3. Public Comments - No public present.

4. Minutes of **June 21, 2017**
Suggested edit: change wording of library as primary access point to clarify that is is a vision. Approved with this change.

5. Old Business:

❖ Technology Plan
NO DISCUSSION; Tabled until next meeting:
 ● Make a scaled-down version of the old tech plan to meet 98 Standards.
  ○ Discuss points from strategic plan that we think are important to address in the tech plan.

❖ PRIVACY & SECURITY
NO DISCUSSION; Tabled until Technology Plan is complete.
 ● Privacy Policy

❖ DIGITAL OUTREACH

 ● Help sessions update from Matt
  ○ Pretty busy, has "regulars" more and more for advancement with skills or new skills. Has recently helped patrons with laptop organization for a slow computer, Mac OS updates, helping decipher which accounts work for which programs, RB digital, printing, and computer basics. Event had a patron with an entrepreneurial photography business, got him started with photoshop and other Adobe apps. Matt & Jeanne also were invited to the Senior Center for their lunchtime presentation to talk about reference and tech resources, which resulted in a couple of immediate appointments.
  ○ Jeanne is also fielding a lot of questions that are technology related. It's the literacy of the day and people need to know how to use it and have

access to it. Lot of staff downstairs are ready to help and call on Jeanne or Matt only if a problem is beyond their abilities.
- Facebook update - Starr reports Paige used $5 to boost an event ad. Town is doing a 2-hour consultation about social media optimization.
- Library website features discussion
  - Problems are increasing. Back at square one for getting a proposal. Jeanne could do an Request For Qualifications (RFQ) with some help. Katie has decided that she is too busy to take this on. Matt suggests hiring a local web talent to do an RFQ.
  - Need to think about mobile and accessibility. Patron M, who is blind, took Jeanne through an accessibility tour of our website. He might be interested in being involved in some way in talking to web developers. ASCLA has accessibility guidelines.
  - We need website clarity and want website to easily interconnect with community partners and third-party resources. Harold suggests agile computing with emergent style website that grows to meet community needs. Speaker from Harvard Innovation Center might have people that can help.
  - Strategy for easy website maintenance by staff needs to be built into the website design process.
  - Police chief is hiring a local person to do their website.
  - **Action:** Find a local person with web design experience to go over our website and draw up an RFP. Maybe Barb? Howard will email HIC about university assistance.

6. New Business
  ❖ INTERNAL HARDWARE & SOFTWARE

  CHILDREN'S ROOM COMPUTERS
  - Lindsay reported that computers are having many problems and are difficult for kids to use. Matt thinks it's not a hardware issue but a compatability issue with Userful. He has started looking at other session timing software but there are few options available for free. Userful has the option to use one computer for three stations, which others don't. Needs time to really investigate what other options are. Matt suggests going to Windows or or possibly Mac platform (Userful is linux) if we get a new computer for children's room. Also the web browser and flash are not up to date on the children's computers. For an immediate fix may need to get new hardware. An option that might be a hassle is doing manual session timing. Envisionware might be an option if we use Windows.
    - Matt has updated some of the gaming links and blocking to get things working a little better, but that is a separate issue.

- Possibility of getting a mac for teen room; Lindsay and Matt have briefly discussed. Adobe creative cloud suite (bought by Friends) allows two installations concurrently. Tech Soup can get photoshop elements and premier elements for $27 per machine.

- There are 3 ipad minis purchased for children's room that are in limbo. AASL and ASLC has lists of appropriate games and sites. PlayAway has Launchpads with pre-set apps for different ages.
  - CIPA - No e-rate funding, not bound by that law. Userful does offer filtering options. It is currently used for children's room and catalog computers.

- **Action:** Matt will talk to Lindsay about options of replacing one of stations. Matt will research Userful options and make a comprehensive list of what it offers and what we need. If we want to continue filtering without Userful might want to get a hardware filter.

SELECT BOARD ANECDOTE
- Dave Schoals brought up what a mess the town website is, but they have no IT person. John Allen pointed to Starr and said that the library has a guy (Matt!) that's really good. Good news that he is well known for his good work!

7. Adjourned at 8:15 p.m.