

Brooks Memorial Library
Technology Committee
Minutes
November 28, 2017

1. Called to order at 5:00 p.m
Present: Starr Latronica, Jeanne Walsh, Howard Burrows, Klara Charlton, Amity DeAngelis (minutes taker)
2. Agenda / Changes or additions: none
3. Public Comments - lion (Lina)
4. Minutes of [September 22, 2017](#) approved.
5. Old Business:
 - ❖ Technology Plan
 - Brainstorming notes:
 - Jeanne provided the minimum standards for vt with her notes
 - Tech plan suggestions :
 - Review policies and procedures related to access to tech
 - ILL Clover can allow patrons to submit their own requests
 - Cooperate with tech-related community organization
 - Trainings for staff and patrons are high priority
 - Class-style and individual trainings for both patrons and staff; include tutorial videos
 - Marketing
 - ❖ DIGITAL OUTREACH
 - Library website RFP
 - Jeanne:
 - Provided copy of the request form for staff suggestions about what the website needs (preparation for hiring someone to write the RFP).
 - **ACTION:** Talk to Alex (wikimedia) to get insight on what to include in RFP.
 - **ACTION:** Look at old RFP. Jeanne will email it to the committee. Begin compiling website suggestions from staff. Draft RFP by next meeting.
 - Howard: Discuss AGILE approaches to website development.
 - Agile works for all process management .

- **ACTION:** Next Brattleboro Area Techies meeting will be about AGILE design. Howard plans to attend.

❖ INTERNAL HARDWARE & SOFTWARE

- Public access computing update
 - Paige and Matt were unable to attend this meeting, but Starr shared a brief report that Matt prepared in advance about Useful, PK, Librarica.
 - Sometimes patrons do have formatting issues between Linux and Windows, but most of it is internet based used.
 - **ACTION:**
 - Make getting children's computers highest priority. Recommendations for permanent solution by next meeting.
 - Implement permanent solution by February break?
 - If Useful ends up being a separate issue from children's computers then have a Useful suggestion by the following meeting.

6. New Business

7. Adjourn