

Brooks Memorial Library
Technology Committee
Meeting Minutes
Thursday, June 7, 2018
4:45 p.m.

1. Called to order at 4:55 p.m.
Present: Starr Latronica, Jeanne Walsh, Matt Wojcik, Klara Charlton, Chloe, Howard Burrows, Leo Schiff, Amity DeAngelis (minutes taker).
2. Agenda / Changes or additions:
Fine arts committee, public interest, training opportunities
3. Public Comments: No public present.
4. New Business:
 - New member? Paige has moved on to her next venture.
 - Chloe, the new assistant youth librarian, has joined the committee.
 - Member of public interested in joining, Howard Fairman. Ask at next Board of Trustees meeting what process should be followed for a non-staff/non-trustee person to apply to be on a committee.
 - Fine Arts report from Howard:
 - Exploring possibility of using the fine arts catalog as an experimental discovery tool that will help index it and get public input on how to describe items, etc. Will have a session on wiki data.
 - Training opportunities:
 - ILS OPAC meeting June 11th
 - BAT is presenting a privacy program on Thursday, June 14th 6:00 at 139 Main St.
5. Minutes of May 3rd approved. Minutes of May 10th will be reviewed at next meeting.
6. Old Business:
 - ❖ DIGITAL OUTREACH
 - Library website Request For Quote
Review draft:
 - Budget: wait and see what kind of range we get from quote submissions.
 - Roll out: change to RFQ out by July 15, choose dates for “quotes due in August” and “selection will be made in September” at next meeting.
 - Web designer vs web developer

- Developer might have a designer on their team. Developer writes the actual code, designer uses the code to create the overall look and function.
 - Details to submit with quote:
 - References, dates of project
 - Terms of pricing and payment related to successful completion of project and ongoing support
 - Warranty period
 - Tech committee members will read through the draft and submit any additional edits or additions to Amity via email.
- Acceptable Use Policy for public computers
- Board of Trustees edits to policy were reviewed, an additional sentence about harassment has been added.
- ❖ INTERNAL HARDWARE & SOFTWARE
- Public access computing update: tabled until next meeting
- Children's room computers
 - Useful (or alternative) update

7. Adjourn