

**Brooks Memorial Library
Technology Committee
Minutes
Thursday, September 6, 2018 4:30 PM
Brooks Library Mezzanine Meeting Room**

1) Called to Order at 4:30 PM

Present: Starr Latronica, Jeanne Walsh, Matthew Wojcik, Howard Burrows, Leo Schiff

2) Agenda/Changes or additions

None

3) Public Comment

None

4) New Business

Transfer of Chair responsibilities – At Starr’s request, Leo has agreed to serve as Interim Chair of the Technology Committee.

5) Old business

Review and approval of RFP for website – several aspects of the RFP were discussed:

- Terminology
 - It was agreed that we are seeking proposals rather than quotes at this point. The document will be updated to reflect this.
- Budget
 - Starr has asked for outside feedback on an appropriate price range for the project, but has not yet received a response. The budget range in the current draft seems reasonable unless we hear otherwise. We do want to be open to proposals for innovative and creative solutions that go beyond our basic requirements, even if they have a higher price.
- Timeline:
 - Agreed that the timeline in the document will be updated based on when we are ready to release it. The deadline for proposals will be 45 days, which seems adequate. We are not bound to accept a proposal if

we don't receive any we like by the deadline.

- There was discussion of whether we should invite questions or discussion from potential responders during the proposal submission period. We will add a simple mention that questions or requests for clarification can be directed to Starr.

6) Adjourned at 5:30

NEXT MEETING DATE: Wednesday September 26 at 4:30