

**Brooks Memorial Library
Technology Committee Minutes
Wednesday, Sept. 29, 2018 4:30 pm
Brooks Library Local History Meeting Room**

- 1) Called to order at 4:35 pm
- 2) Agenda / changes or additions: none
- 3) Public comment: none
- 4) Old Business

Update on RFP for website

We reviewed critique of the RFP from professional advisor who volunteered to read the document. In response to some of his points, Starr will meet with Sue Fillion in Planning Services to draft a Request for Qualifications for a developer who would help us with a discovery phase that could lead to the drafting of an effective RFP. Starr will share the Request for Qualifications with this committee to approve before we proceed.

We talked about a possible timeline for this consulting/discovery phase of the project. Could be anywhere from 6 weeks to 3 months. We noted that consulting during the discovery phase should produce a clear document, advancing the project.

We noted that price isn't the only measure/promise of quality. Sometimes the lower-priced option can be higher. We must have our wits about us and not be seduced by fancy innovations that are beyond our needs.

Who on our team would be best qualified to help us review proposals? And can the discovery phase consultant bid on the project if interested?

Discussion: We hope the discovery phase contractor would help us design a rubric that would be public. The discovery phase contractor could bid on the contract if they wanted, but to avoid a conflict of interest, they wouldn't be able to help select the developer.

VT Lib is a resource. There is technology consulting available. Matt or Jeanne will contact VT Lib and will report back to Starr with information. Some questions: What resources do they have for libraries going through this process? Sample documents? Other libraries that have recently done this who could be mentors?

Howard will be in touch with Jessamyn West to ask her for advice as well.

Next steps: Starr will gather and disseminate all the information people gather by next Friday, October 5th. She'll also send the Request for Qualifications. We can reply to Starr without

violating the Open Meeting Law. After reviewing all the information, we'll decide whether to call a special meeting or wait for the regularly scheduled Technology Committee meeting on the fourth Wednesday of the month.

Subcommittee for evaluating Requests for Proposals? Maybe. We'll look to our consultant from discovery phase for advice.

How do we choose who to engage for the discovery phase? We'll know better when we see the Request for Qualifications.

5) Meeting adjourned at 5:30

Next regularly scheduled meeting date: Weds, Oct. 24th at 4:30.

There might be a special meeting called, with proper warning, if we decide on a quicker launch for the Requests for Qualifications.