

**Brooks Memorial Library  
Technology Committee  
AGENDA  
Wednesday October 24, 2018 4:30 PM  
Brooks Library Mezzanine Meeting Room**

1) Call to Order / 4:30 PM

- Called to order 4:30
- Attending: Howard Burrows, Klara Charlton, Starr Latronica, Chloe Liotta-Jones, Leo Schiff, Jeanne Walsh, Matthew Wojcik

2) Agenda/Changes or additions

- None

3) Public Comment

- None

5) Old business

- Update on RFP for website

Starr presented a draft Request For Qualifications for a consultant to help the library create a better Request For Proposals for the website redesign. There was consensus that the draft captured the broad view of what is needed to create a successful RFP. Discussion of website accessibility will be added to the draft RFQ. The committee decided not to add evaluation criteria for responses to the RFQ to the draft. Some collaborative editing and revision of the draft occurred. Starr will make final revisions, consult with the Town Manager's office, and circulate the updated RFQ to the committee.

6) Adjourn

- The meeting adjourned at 5:45

**NEXT MEETING DATE: 11/28/18**