

**Brooks Memorial Library
Technology Committee
MINUTES
Wednesday, November 28, 2018
Local History Conference Room**

1. Call to order / 4:30 pm
2. Agenda changes or additions - none
3. Public comment – none
4. Old business

Launching Request for Quote

It will run in the *Reformer* on Saturday, Dec 1st, 2018. Deadline for submissions will be Jan. 11th 4:00 at Town Manager's office, they will be opened and read.

We discussed the criteria to review the responses to Request for Qualifications.

Our tentative weighting of criteria:

Knowledge of the project (Scope of Work) 5
Knowledge of services and resources of the Brooks Memorial Library 3
Qualifications/experience 5
Past performance on similar projects 4
Knowledge of library practices and policies 3

5. Adjourn 5:23