

Brooks Memorial Library Technology Committee Meeting minutes 11/6/2019

Agenda changes/additions: the committee agreed to meet again on Monday Nov 25, at 4:30

Previous minutes approved as posted

No public comment

Continuing business: discussion of website proposals

Matt, Jeanne, Starr, and Chloë reported on their interviews with references from the various proposals.

The group decided to eliminate CMS based on an unexcited response from their reference.

After some discussion, the group decided to interview the remaining 4 companies. Starr will set up two days of interviews with two companies each. The idea will be that they will do a presentation and then we'll have interview questions afterwards. Not every person needs to be at every interview.

The group discussed some interview questions, to be added to and finalized via email:

- So, you've seen our website. What are your initial recommendations?
- Based on our proposal, how much impact will the creation process for the new site have on our staff?
- Which of our pain points (if any) gave you cause for concern?
- What project that you've done in the past most closely resembles what we are asking for?
- Tell us about a project where the scope exploded in the middle of the process and how you handled it?

When the group next meets, we will have completed the interviews and will be able to discuss them and make our choices.