

**Brooks Memorial Library  
Technology Committee Meeting  
November 6, 2014, 4:30 PM**

**Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann; Debra Loevy-Reyes**

**Staff: Jerry Carbone; Jeanne Walsh**

1. October 13<sup>th</sup> minutes approved unanimously.
2. **Addition to the agenda: New VDEP technology equipment update from Jerry:** VDEP (Vermont Digital Economy Project) was the funding agency for the technology equipment, and the equipment here: A Lenovo ThinkPad laptop, an Epson projector, a digital camera, and a portable screen. (We used all but the digital camera for this meeting.)

Jerry and Jeanne have been discussing circulation policies for it. They handed out to us a draft document for e-devices that could be adapted to include this equipment, including listing the replacement cost for each item. We discussed a tension between making sure the patron was clear about the replacement cost for each item borrowed, and the paperwork burden to Library staff. Ideally, the E-Device User Agreement would be signed and filed only once, while at the same time, the patron would be clear of the replacement cost for each new item borrowed. Options include listing the replacement cost as an item to check on an online reservation form, as well as labeling the equipment with the replacement cost.

We discussed library-use-only vs. circulation, and concluded that the laptop should be library-use-only out of a combination of its expense and that the community need for a laptop is likely less than that for the other equipment. Keeping the laptop for in-library use would expand the number of workstations and allow for flexibility in where patrons sit. (It would be a mobile workstation.)

We discussed how some courthouses need this equipment, the projector in particular—smaller law firms, business presentations, use by organizations. The Library could contact the Chamber of Commerce about reaching out to the business community and area organizations once circulation policies and procedures are in place.

Practically speaking, the digital camera would need to be able to leave the Library since the Library limits its focus too much.

For out-of-library circulation for the camera, projector and screen, we discussed several options for reservations: adapting the museum pass reservation system (Tixkeeper); adapting or adding a new module to our website calendar (Joomla); or exploring whether Bywater (who provides support and development for the Library's Koha ILS: circulation & cataloging system) could create a reservation module at a price that BML and some Koha consortium libraries might want. The equipment loans would be free, and so this development cost could not be recouped that way.

VDEP wants the library to report by end of June: confirmation that we used the equipment for digital literacy; usage statistics; success stories; plus additional feedback.

**Next action:** For the next meeting, Adam will look at policies, methods, and software online & Howard will ask people he knows and meets.

**Next action:** Jerry will check with the town's insurance carrier about insurance options for the items and confirm the current deductible.

**Next action:** Jeanne and/or Jerry will investigate the cost and feasibility of the three reservation options for the camera, projector, and screen.

**Next action:** Jeanne and/or Jerry will revise the E-Device User Agreement draft to include the new equipment and their replacement cost.

**Next action:** Jeanne and/or Jerry will draft an in-house laptop use policy.

**3. EDGE Initiative Assessment Workbook draft from Jeanne:**

Jeanne passed out print copy of draft assessment workbook comments for our at-home review.

**Next action:** We will review the draft for discussion at the next Tech committee meeting if the deadline allows.

**Next action:** Jeanne will check for the deadline and communicate to us so we can get back to her when needed if the deadline precedes our next meeting date.

**4. Old Business: Knight Foundation Grant proposal submission status:** Jerry indicated that we didn't make the semifinals. If funded, it would have provided full-time Digital Advisors, shared among several Vermont libraries, to provide the time of technology and digital literacy support BML used to receive through the tech intern Justin. We can keep an eye out for other funding opportunities now that the legwork for this grant is already done.

**5. New Business: VTCSL workshop: "Let's Talk About the Web:"** Howard attended this workshop from the Vermont Colleges and Special Libraries, and he reported that it was interesting and useful, and that the VLA newsletter featured a good summary.

**Next action:** Jerry will email committee link to the newsletter.

**Next action:** Jennifer will email committee a link to the presentation slides.

**6. New Business: VLTA conference webinar: BiblioLabs:** Jerry and Howard attended the trustees and friends VLTA conference whose keynote speaker, Andrew Roskill, is the founder of BiblioLabs, creator of BiblioBoard that allows libraries to aggregate their digital collections and make them inviting, engaging, discoverable, and easy to use, even on a mobile device. His TED Talk is about how libraries are competing with Google and Facebook and therefore need to have a similarly friendly platform to showcase their resources. Currently, accessing digital resources—especially e-books—is what the "Welcome to Crazytown" gif conveys: many frustrating steps that consume both patience and the time available to read the e-book:

[https://heardaroundthestacks.files.wordpress.com/2014/06/welcome\\_to\\_crazytown.png](https://heardaroundthestacks.files.wordpress.com/2014/06/welcome_to_crazytown.png)

Roskill is originally from Amherst, MA, and MA purchased a state license for his BiblioBoards platform. Competing resources include Omeka, an open source CMS (content management system) archive database.

**Next action:** Jerry will obtain a quote for Biblioboards to see if it's within reach. If it is within reach, Jerry can arrange for the committee to view a webinar.

**Next action:** Jerry will show us Greenfield Community College's BiblioBoard

**Meeting adjourned at 6 p.m.**

**NEXT MEETING: TBD via an online poll sent by Jennifer**